



Job Posting - Trails Data Coordinator

The Nova Scotia Trails Federation (NS Trails) is looking for a skilled Coordinator to help us implement the Shared Trails Strategy for Nova Scotia. The Shared Trails Strategy has many goals and actions to advance our trail sector, and this role will be focused on supporting the work of the Trails Data Project Working Group (Trails Data Project). We are looking for someone who understands Geographic Information Systems and is brilliant at bringing stakeholders together to map the assets and infrastructure of our trails system.

The Trails Data Project includes designates from across the sector. This means you will be working with awesome folks from the Department of the Environment and Climate Change, Department of Lands and Forestry, Communities, Culture and Heritage, the Center of Geographic Sciences (COGS), the ATV Association of Nova Scotia, the Snowmobile Association of Nova Scotia, and municipal partners. More details are provided in the role description below.

If this sounds like something that puts a smile on your face and energy in your life, please send us a resume and tell us about yourself. Please send your submissions to info@nstrails.com.

The deadline to apply is **Friday, June 4th, 2021**.

To learn more about the Shared Trails Strategy and our work, visit www.nstrails.com.

Trails Data Coordinator Role

What the coordinator will facilitate:

- Organized, sustained energy and wisdom within the Trails Data project.
- A team that continues to bring out the best in each other.
- Collaborative partnerships blending skills in GIS, mapping, trails, and management.
- Amazingly detailed and accurate inventory of our Trails in Nova Scotia.

What we would like the coordinator to do:

- Develop a long-term work plan for the Trails Data project.
- Participate in working group meetings.
- Manage Google Drive (data files, budgets, work plans, infographics).
- Work with contributors, collaborators and partners (coordinate, facilitate, liaison).

- Build out communications using a variety of mediums (supported by NS Trails).
- Manage information flows and track progress.
- Set the tone of success and confidence.
- Participate in the working group meetings and/or the Trails Strategy Coordinating Group who provides advice and guidance for the Shared Trails Strategy.
- Work closely with the Trails Data Project working group and the TSCG Project Manager.
- Help with data sharing agreements (Create, Draft, Update, Revise, Manage).
- Work with and support COGS students and our collaborative partners.

Skills

What would be helpful to do this work well:

- Familiar with ESRI, GIS and Data management.
- People and project management skills.
- Understanding of Governmental structure and mandate priorities.
- Understanding of the trails sector in Nova Scotia.
- Understanding of trail mapping, asset, and infrastructure attributes.
- Work plan and budget tracking.
- Help find funding sources.
- Work with a variety of stakeholders and co-conspirators.
- Ability to work independently.
- Great organizational skills and brilliant communication skills.

The Grit

Opportunities and constraints are:

- Contract position.
- 20 hrs per week on average.
- \$24/hour.
- Reports to the Managing Director of NS Trails.
- Works from home and in the field when necessary.
- Managed by Trails Data Working Group.
- Timeline: Hire by end of June.
- 1 year (possible extension)