



New Brunswick All Terrain Vehicle Federation Inc.
Fédération des Véhicules Tout-Terrain du Nouveau-Brunswick Inc.

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Job Offer - Bilingual Trail Coordinator Position Available

The New Brunswick All-Terrain Vehicle Federation, a not-for-profit organization has a full-time position available for a Bilingual Trail Coordinator in the Fredericton, NB area. The successful candidate will work cooperatively with the General Manager and the management team.

Specific Responsibilities include (but not limited to)

- Responsible for all mappings of ATV trails;
 - Coordinate with businesses for developing trail maps, trail Apps (I-Phone or Android), or GPS App;
 - Provide assistance to the ATV clubs with their trail applications;
 - Provide advice to the ATV clubs of the best practices for building trails;
 - Provide detailed maps to the ATV clubs for their development purposes;
 - Research property land owners information for contact purposes;
 - Perform trail audits from time to time;
 - Liaise between clubs and Government;
 - Provide assistance to the clubs in applying for a Watercourse and Wetland Alteration Permit (WAWA);
 - Work with government departments for the purpose of developing ATV trails;
 - Be a resource for Federation committees when dealing with trail development;
 - Must be willing to travel throughout the province and be prepared to work evenings and weekends when needed;
 - Prepare monthly and year-end reports;
 - Prepare workshops for club volunteer training;
 - Develop and maintain a process of planning and records keeping of old and new trail applications;
 - Develop a Risk Management Plan;
 - Other duties as assigned.
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Qualifications

- A GIS diploma from a recognized two (2) year post-secondary Technology Program;
- A minimum of two (2) years progressively responsible related work experience operating ESRI ArcGIS Desktop application **is required**;
- An equivalent combination of education and work experience may be acceptable;
- Experience working with a not-for-profit organization, would be considered an asset;

- He/she must be able to work within a confidential environment with minimum supervision;
 - Ability to work independently as well as part of a team;
 - Written and spoken competence in English and French is required. Please state your language capability;
 - Proficient in the use of a variety of computer programs, mainly Microsoft Office computer programs;
 - Must have a valid driver's license.
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To apply, please send us an introductory letter along with your resume by email at the following address: jacques.poirier@ntatving.com.

Salary: To be negotiated based on skills and experience.

Competition closing date: August 25th 2017.