



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

1925 Hanwell Road, Unit C, Hanwell, NB E3C 1M4  
Phone / Tél: (506) 472-5130 Fax / Télécopieur: (506) 472-5140  
Email/Courriel: [info@nbatving.com](mailto:info@nbatving.com) Web Site: [www.nbatving.com](http://www.nbatving.com)

### **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.
- 

#### **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.
- 

To apply, please send us an introductory letter along with your resume by email at the following address: [jacques.poirier@nbatving.com](mailto:jacques.poirier@nbatving.com).

Salary: To be negotiated based on skills and experience.

**Competition closing date: September 29, 2017.**