

Employment Opportunity

Liaison Agent- Minimal ATV Trail Network East Point (RMS)

Context

The RMS Management Committee is seeking a liaison agent to establish and consolidate the governance structure of the RMS, implemented in East Point in 2018-2019. The main role of the Management Committee is to ensure the overall management and sustainability of the RMS, by ensuring the consultation and collaboration between territorial leaders and local representatives. The liaison agent will work in close collaboration with the members of the RMS Management Committee in order to carry out necessary tasks related to the RMS and its management. The Liaison Agent will ensure the coordination of the RMS maintenance teams (organize and monitor teams) and will manage various projects related to the RMS (plan, implement, monitor, report, and budget). The Liaison Agent will additionally apply for project funding.

Roles and Responsibilities

- Assure the operation of the Minimal Trail Network in an impartial and unbiased manner.
- Liaison between the Management Committee (decision making committee) and the maintenance teams (operational).
- Attend Management Committee meetings, record meeting minutes and ensure follow-ups.
- Take part in the creation and coordination of maintenance teams.
- Write and create funding applications, reports and communication tools in relation to the RMS.
- Plan, coordinate, and implement project activities.
- Carry-out awareness activities with different target groups (citizens, youth, visitors, user groups, etc.) in connection with the RMS.
- May participate in on the ground work (join maintenance teams) depending on availability and skills.
- Work in close collaboration with the East Point Management Committee.

Qualifications

- Possess a college or university degree and/or have pertinent work experience in project management.
- Have an aptitude for collaboration and team work.
- Leadership skills, autonomous, responsible, and strong organizational skills.
- Knowledge and familiarity with East Point.
- Excellent written and spoken English and French.
- Strong computer and communication skills.

Conditions

- Starting salary of 20\$/hr
- Part-time contract with possibility of full-time employment in the future *
- Job location: Grosse-Ile

****Important: This employment opportunity has the possibility of being prolonged and of being a full-time position depending on future funding.***

All interested candidates can send a cover letter and CV to the RMS Management Committee via the Municipality of Grosse-Ile at info@mungi.ca or in person at the municipal office located at 1-006 chemin Jerry. Tel. 418-985-2510. Any questions can be addressed to info@mungi.ca and a member of the Management Committee will contact you.

Application deadline : March 8, 2021 4 p.m.

Anticipated start date : March 15, 2021