



Manitoba Recreational Trails Association Inc. (MRTA)

EXECUTIVE DIRECTOR

The Manitoba Recreational Trails Association (MRTA) is seeking an Executive Director to join our team. The MRTA is a volunteer based, non-profit organization, whose primary purpose is the management of the Trans Canada Trail in Manitoba. The MRTA represents 18 regional trail associations who are tasked with the construction and maintenance of the Trans Canada Trail.

The successful candidate should have experience working independently while managing multiple demands. They should have in-depth experience with volunteer boards and a demonstrated background in liaising effectively with government agencies. Effective communication to maintain close partnerships with our regional trails groups is vital.

The successful applicant should possess a thorough understanding of volunteer sector issues, marketing and fundraising. Training and/or experience in project management would be considered an asset, including budget plan development and execution.

The Executive Director also must possess strong oral and written communication skills and excel at organizing, time management, prioritizing and problem solving.

A valid driver's license and access to a reliable vehicle is essential. Must be available to work evenings and weekends as required and travel extensively throughout Manitoba.

A more detailed job description, including salary range, is available at the MRTA website: www.mrta.mb.ca

Send resume and cover letter in confidence by September 30th 2011 to :

Email: margaret@mrta.mb.ca

Only candidates to be interviewed will be contacted. No phone calls please.