

Trans Canada Trail Ontario (TCTO) is the not-for-profit organization that coordinates the development of the Trans Canada Trail through Ontario. Currently the Trans Canada Trail is 60% completed in Ontario and 70% completed across Canada.

### **Duties and Responsibilities**

Under the direction of Trans Canada Trail Ontario, Township of Nipigon and City of Thunder Bay Tourism, the intern will assist with the research for the Feasibility Study and assist the creation of a Thunder Bay Regional Trails Committee. The intern will be required to work between the two locations (Nipigon & Thunder Bay).

#### **Regional Trail Committee**

- Development of the Regional Trail Committee (RTC) through trail organizations and community consultation
- Act as the staff resource for the RTC (setting up meetings, taking minutes, networking, research etc)
- Promote the RTC network (public speaking, scheduling, analytical thinking, writing, promotion and research skills)
- Assist with creation of promotion materials working with the RTC to promote trail network regionally (work with partners and stakeholders to create website, regional trail maps, working with a tourism agency)
- Work with a volunteer board comprised of trail interest/stakeholder groups (organizational and administrative skills, following direction, meeting deadlines)
- Partnership development (public speaking, scheduling, analytical thinking, writing, promotion and research skills)
- Assist with information distribution to existing partners and identifying possible new partnerships (i.e. Ministry of Natural Resources, National Marine Conservation Reserve)
- Assist with Community Development through creating Destination Trails with Thunder Bay Tourism

#### **Kinghorn Feasibility Study**

- Assist with the research of the Feasibility Study (Public relations, organizational and administrative skills, working with consultants)
- Assist with Trail Planning of the Kinghorn Line

### **Qualifications**

Candidates must have:

- Advanced Computer skills
- Project Management skills
- Presentation and Public Speaking skills
- Research skills
- Valid Drivers License & vehicle

**Salary:** \$700/week (32 week contract position)