

# Active Transportation Coordinator

Help build a new provincial Active Transportation initiative from the ground up!

A coalition led by Recreation PEI in partnership with Cycling PEI, SAFE Summerside and Bike Friendly Communities, with funding support from the PEI Government, is launching an exciting new initiative to promote active transportation across PEI. **We are looking for a highly motivated and organized individual to lead the development and coordination of this brand new initiative from the ground up.** The selected candidate will play a key role in building relationships, recruiting program leaders and volunteers, and working with community partners to establish sustainable active transportation education programs.



## Key Responsibilities:

- Develop and implement an active transportation education program in collaboration with partner organizations to improve cyclist and pedestrian safety, competence and confidence.
- Recruit, coordinate, and build strong relationships with program leaders, instructors, volunteers, schools, and community groups.
- Facilitate training opportunities to enhance program delivery capacity.
- Support and oversee program implementation, with the option to take an active role in direct program delivery depending upon skills and experience.
- Develop communication materials, including reports, promotional content, and outreach tools.
- Work with partners to identify and map safe routes for active commuters, particularly around schools and high-traffic areas.

## What We're Looking For:

- Exceptional communication and interpersonal skills to build and maintain strong relationships.
- Strong organizational skills with the ability to manage multiple partnerships and initiatives.
- Ability to work independently and take initiative in a dynamic, evolving program.
- Experience in program coordination, community development, education, recreation, marketing, or a related field.
- A passion for active transportation and an understanding of its benefits.
- Cycling ability and confidence to lead programs is an asset (training can be provided).

## **Flexible Role & Employment Options:**

This position is adaptable based on the skills and availability of the selected candidate. It could be structured as a part-time contract or full-time employment at an approximate salary range of \$42,000-\$45,000, for an initial period of 1 year with the possibility of extension. While the core requirement of this role is leadership on planning, coordination, and promotion, it may be expanded to include more direct involvement in program delivery, depending on the candidate's expertise and interests.

## **Job Details:**

- Flexible work arrangement with a mix of in-office (Charlottetown) and remote work options.
- Travel within PEI required; access to transportation is an asset.
- Compensation and hours negotiable based on final scope of role negotiated with the successful candidate.

**Interested? Apply by March 31, 2025**, by submitting a written or video application highlighting your qualifications to [info@recreationpei.ca](mailto:info@recreationpei.ca).