



The Shuswap Trail Alliance  
PO Box 1531, Salmon Arm, BC V1E 4P6  
Phone: 250-832-0102  
Email: [admin@shuswaptrails.com](mailto:admin@shuswaptrails.com)  
[www.shuswaptrailalliance.com](http://www.shuswaptrailalliance.com)

Updated: July 15, 2019

## Project Assistant – Rail Trail

The Shuswap Trail Alliance is evolving to better support our partners grow the expanding legacy of trails throughout the region, including the new Rail-Trail Greenway between Sicamous and Armstrong. To meet the growing demand, the STA is seeking a dedicated **Project Assistant** to help coordinate the many logistical tasks associated with the development of the Sicamous-to-Armstrong Rail-Trail.

**PURPOSE:** to support the *Shuswap Trail Alliance* and regional partners grow the legacy of greenway trails throughout the region by coordinating the many logistical tasks associated with the development of the Sicamous-to-Armstrong Rail-Trail, and assisting with research, reporting, and record keeping.

Responsibilities include:

- a. project administration,
- b. community liaison support,
- c. research and reporting,
- d. record keeping, data and document management,
- e. coordination of communications and correspondence.

**Qualifications:** Self-motivated, comfortable in dynamic work environments, with proven organizational, administrative, writing, and public communications skills. A problem-solver experienced in research, reporting, and record keeping. Computer and online-networked work environment proficiency a must.

**Term:** up to full time (4 days/week) 2 year employment contracts with benefits, and potential for extension dependent on successful fund development. Remuneration negotiable based on experience. Contract proposals also considered.

**To apply:** Please send a resume with references or contract proposal to [admin@shuswaptrails.com](mailto:admin@shuswaptrails.com).

**Deadline for applications:** Open until position is filled.

The Shuswap Trail Alliance gratefully operates within Secwepemcul'ecw, unceded Secwepemc territory, and is a founding partner of the Shuswap Regional Trails Strategy and Roundtable protocol.

For further information visit [www.shuswaptrailalliance.com](http://www.shuswaptrailalliance.com).

