

**Manitoba Recreational Trails Association (MRTA)**  
**Project Manager**  
**Trans Canada Trail Interpretive Project**

The MRTA has a challenging contract opportunity for a Project Manager to take the lead on the implementation of the Trans Canada Trail Interpretive Project consisting of the development and installation of Interpretive Kiosks and Interpretive Nodes.

This term position (Oct.1/09 to March 31/10) involves approximately 20 hours/week. Duties include the issuance of Request for Proposals (RFPs), negotiation of contracts, obtain necessary approvals/permits, oversee work performed, process invoices, and ensure that all projects are completed on-budget and on-time by the March 31<sup>st</sup> 2010 deadline.

Skills and Qualifications:

- Considerable project management knowledge, skills with at least 2 years experience required.
- Proven leadership ability, strong communication, facilitation, negotiation and interpersonal skills, and well developed planning; organizational and problem-solving skills are required.
- Experience in writing Request for Proposals (RFP) and contract administration required.
- Highly motivated self-starter who takes initiative with minimal supervision required.
- A valid drivers license and access to a reliable vehicle.
- Knowledge of Manitoba trails an asset, must enjoy working in an outdoor environment and have the ability to travel throughout Manitoba.

Trans Canada Trail Interpretive Project summary information available at [www.mrta.mb.ca](http://www.mrta.mb.ca)

To be considered for this position, please forward your cover letter, resume, references, availability and salary expectation by noon September 21st , 2009.

**Trans Canada Trail Interpretive Project Manager Selection Committee**  
**Manitoba Recreational Trail Association**  
**1007 Century Street**  
**Winnipeg, MB R3H 0W4**  
**Email: [mrta3@mts.net](mailto:mrta3@mts.net)**

We thank you in advance for your interest, but only those candidates to be interviewed will be contacted. No phone calls please