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ATVANS Project Manager Job Listing (Part-Time)

About Us

The All-Terrain Vehicle Association of Nova Scotia has been supporting clubs and riders for 25 years. With 42 clubs and nearly 6000 members we are the largest power sports organization in Nova Scotia. ATVANS is a not-for-profit organization governed by a volunteer board of directors, with a small staff of hard working, dedicated employees who support the board and clubs. We support the organized, responsible use of off highway vehicles.

The Opportunity

We are seeking the services of an experienced project manager to help advance a very specific aspect of our work. The primary project is to develop a connectivity plan including a list of projects, partners, opportunities, and obstacles. The project manager will work with board committees, clubs, members, and staff to prepare a full report within six months. This will involve facilitating in person and online meetings, attending club and zone meetings, and reaching out to and meeting with other partners including local leaders, other trail user groups and government officials.

This position will report to the executive director. This is a 75% position with a salary range of (\$33,750-\$45,000) at 30 hours work per week, working from the ATVANS office. This is a six-month term position, and the term will be evaluated at that time. Other projects may be added depending on timelines and workload.

Qualification and Experience

The ideal candidate will have a working knowledge and understanding of the off highway vehicle sport in Nova Scotia, experience managing projects and the ability to communicate effectively. Experience using Microsoft Office products, marketing and communication experience is essential. This position will require travel within the province from time to time and therefore the applicant must have a valid Nova Scotia driver's licence.

If you are a strong communicator with excellent writing skills, super organized, with an understanding of outdoor power sports and their complexities, this position is for you. We require a strong team member to assist as we advance our sport and organization. To apply, email your resume and cover letter to execdirector@atvans.org. Only those considered for an interview will be contacted. No phone calls please.