

The District Municipality of Muskoka is currently recruiting for a Muskoka Transportation Network & Community Grants Coordinator

The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

The Opportunity

The Muskoka Transportation Network & Community Grants Coordinator focuses on meeting the transportation needs of residents of Muskoka, primarily for under-resourced individuals / families, through the promotion of travel within and beyond Muskoka. Responsible for oversight of the Muskoka Community Grant program to provide grant opportunities to local grass roots and non-profit organizations to enhance community support and leadership and create positive change. Works in conjunction with an internal multi-disciplinary team, transportation providers, community members, and stakeholders (internal and external) to plan, coordinate, and deliver an affordable and accessible network of transportation services and grant opportunities for Muskoka residents.

What you will do:

- Coordinate the Muskoka Transportation Network Planning Table to jointly identify challenges, opportunities and actions needed to ensure Muskoka residents benefit from a robust, sustainable transportation network.
- Liaise with the general public, government agencies (e.g. Ministry of Transportation), area municipalities, consultants, transportation providers, provincial and regional planning tables, and other stakeholders to meet service requirements, identify opportunities for improvement and expansion, and build consensus on best approaches.
- In consultation with the Director, establish new partnerships, enhance linkages and strengthen relationships with other transportation providers in Muskoka and beyond to ensure seamless and harmonized services.

What you will need:

- Three (3) year post-secondary program in Project Management, Social Sciences, Community Development, Planning, or a related field.
- Minimum of three (3) years of related experience, such as transportation planning or outreach and community development.
- Proven experience in program development and implementation.
- Demonstrated skills in consensus building, project coordination and working effectively with multi-disciplinary working groups and a variety of agency partners.

For a full outline of the responsibilities and requirements, please review the next page.

What we are offering

This is a **Temporary Full-time** (up to 12 months) opportunity at the District. The hourly compensation range for this role is **\$ 34.93 - \$ 38.37**. The District is also proud to offer the following to our temporary employees:



The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), please review the “How to Apply” instructions on our website and then submit your application: www.muskoka.on.ca/careers

This posting closes on Wednesday, February 28, 2024 @ 12:00 p.m.

Visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.



JOB DESCRIPTION

Muskoka Transportation Network & Community Grants Coordinator

Department:	Community & Planning Services	Reports to:	Director, Planning
Effective Date:	April 2023	Supersedes:	September 2019
Classification:	CUPE Inside, Class 7	Job Evaluation Date:	September 2019

POSITION SUMMARY:

Focuses on meeting the transportation needs of residents of Muskoka, primarily for under-resourced individuals / families, through the promotion of travel within and beyond Muskoka. Responsible for oversight of the Muskoka Community Grant program to provide grant opportunities to local grass roots and non-profit organizations to enhance community support and leadership and create positive change. Works in conjunction with an internal multi-disciplinary team, transportation providers, community members, and stakeholders (internal and external) to plan, coordinate, and deliver an affordable and accessible network of transportation services and grant opportunities for Muskoka residents.

DUTIES & RESPONSIBILITIES (not limited to):

- Coordinate the Muskoka Transportation Network Planning Table to jointly identify challenges, opportunities and actions needed to ensure Muskoka residents benefit from a robust, sustainable transportation network.
- Liaise with the general public, government agencies (e.g. Ministry of Transportation), area municipalities, consultants, transportation providers, provincial and regional planning tables, and other stakeholders to meet service requirements, identify opportunities for improvement and expansion, and build consensus on best approaches.
- In consultation with the Director, establish new partnerships, enhance linkages and strengthen relationships with other transportation providers in Muskoka and beyond to ensure seamless and harmonized services.
- Track, monitor and meet project deliverables set out in the District’s 5-year Transportation Needs Assessment and Growth and Sustainability Plan, as well as the Community Transportation Grant Transfer Payment Agreement, including submitting quarterly and financial reporting against a pre-set budget to the Ministry of Transportation and following all communications protocols.
- Assist in developing communication and public relations plans, key messages and marketing materials related to Muskoka’s transportation services.
- Develop tools, collect, assemble, maintain and analyze various types of data, produce reports and make presentations and recommendations that pertain to performance, process, outcomes and opportunities for service improvement and ridership growth.
- Identify and pursue external resources and alternate funding opportunities, including but not limited to developing grant proposals in order to maximize program funding and ensure service sustainability.
- Promote and deliver the Muskoka Community Grant program in collaboration with the Staff Review Committee in consultation with the Director of Programs.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Related duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & QUALIFICATIONS:

- Three (3) year post-secondary program in Project Management, Social Sciences, Community Development, Planning, or a related field.
- Minimum of three (3) years of related experience, such as transportation planning or outreach and community development.
- Proven experience in program development and implementation.
- Demonstrated skills in consensus building, project coordination and working effectively with multi-disciplinary working groups and a variety of agency partners.
- Skilled in collecting, compiling and evaluating/analyzing program and service data and making recommendations on service improvements.
- Proficient with Microsoft Office and other technology products and platforms.
- Ability to travel throughout the Muskoka Region and neighbouring communities for work related purposes.

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