Commission de services régionaux de Kent
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Kent Regional Service Commission
104, Irving Boulevard, unit (é) 1
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Employment Opportunity
Regional Transportation Coordinator
Permanent Position

The Kent Regional Service Commission (KRSC) works to improve quality of life and access to essential services for individuals and families throughout the region. Transport Kent, our regional transportation program, helps individuals access essential needs and services through affordable transportation provided by volunteer drivers.

The Regional Transportation Coordinator is responsible for coordinating, supporting, and improving the program Transport Kent. The successful candidate will oversee the ongoing development of the program in accordance with the Regional Transportation Plan and the KRSC Regional Strategy. This includes recruiting and engaging volunteer drivers, coordinating transportation services, strengthening regional partnerships, identifying service gaps, and implementing initiatives to improve accessibility, affordability, and better service delivery.

Tasks and responsibilities

Coordination of Transport Kent Program

- Implement the priorities of the Regional Transportation Plan and evaluate the effectiveness, accessibility, and coverage of services.
- Identify unmet needs and opportunities for improving or expanding the program.
- Oversee the budget, funding requests, and reporting to funding agencies.
- Ensure that transportation services are accessible and tailored to the needs of people with mobility limitations.

Volunteer Recruitment and Retention

- Develop and implement strategies for recruiting volunteer drivers in the region.
- Coordinate the recruitment, onboarding, orientation, and follow-up of volunteers.
- Ensure regular communication, maintain up-to-date records, and implement recognition and retention initiatives.

Partnerships and Representation

- Develop relationships with community partners and service providers.
- Represent the KRSC and Transport Kent on committees, at meetings, and at local, provincial and national events.
- Collaborate on community projects and promote the program to facilitate access to services.

Administration and Monitoring

- Collect and analyze data on service usage, travel patterns, and user needs.
- Prepare activity reports and make recommendations to improve the program.
- Contribute to the planning, evaluation, and updating of the program's policies, procedures, and tools.

Qualifications

- A university degree in community development, social sciences, social work, public administration, or other related or equivalent fields;
- Experience in program coordination or management, volunteer supervision, community mobilization, or stakeholder engagement and consultation;
- Experience in writing grant proposals, managing budgets, and preparing progress reports is essential;
- Ability to maintain confidentiality and handle highly confidential and sensitive matters with competence, tact, and diplomacy;
- **Fluency in French and English (spoken and written) is mandatory**;
- Must have a reliable vehicle and a valid driver's license;
- Ability to work as part of a team and maintain positive working relationships;
- Good judgment and critical thinking skills;
- Ability to multitask, set priorities, and maintain focus even when interrupted;
- Ability to speak in public and persuade stakeholders;
- Good understanding of the socioeconomic and demographic realities of the Greater Kent region;
- Experience working in recruitment, community development, or with social and inclusive organizations is considered an asset.

Working Conditions

- Start date - January 2027
- Permanent full-time position/35 hours per week, Monday to Friday.
- The current pay scale for this position is $61,000.00 to $83,000.00. The annual salary will be determined based on the selected candidate's experience and skills, as well as the KRSC's budget.
- Employee benefits in accordance with current policies.
- Work location: KRSC, 104 Irving Boulevard, Unit 1, Bouctouche, N.B.
- The incumbent will be required to travel as part of their duties to meet with our partners. Meetings and events may take place in the evenings or on weekends.

Application Instructions

Anyone interested in this position can apply via Indeed or by email - HR.RH@csrk.ca with subject line "Job Posting - Transport".

- Mandatory Documents
  - An up-to-date version of **your Resume**;
  - **A Cover Letter** explaining why you are a great fit for this role addressed to Mrs. Claudie Ringuette, Director of Community Services.

Deadline: Submit your applications before noon (12 p.m. / AST) on **Thursday Nov. 12, 2026**.

Note: Incomplete applications (submitted without a cover letter) will be automatically rejected.

We thank all those who will respond to this job posting. Only those selected for an interview will be contacted. ***No calls or emails for information will be answered. No calls or emails for information will be answered.***

About us

The Kent Regional Service Commission (KRSC) is a public organization created under the Regional Services Delivery Act and is responsible for the delivery of a large number of services at the regional level in the Kent region such as land use planning, solid waste management, community development, economic development, public safety and regional transportation.

Our dynamic team, located in our Bouctouche and Richibucto offices, as well as our Board of Directors place great importance on quality customer service and a spirit of collaboration both internally and with external organizations.