

## Summer Job Posting 2026 – Ontario By Bike/Transportation Options



### Job Title

Program Coordinator, Ontario By Bike/Transportation Options

Transportation Options is looking for an eligible candidate to join our team as Project Coordinator of Ontario By Bike programming full time summer 2026.

**T**ransportation  
**O**ptions

### Tasks & Responsibilities

- Assist with the delivery of a variety of projects
- Connect with businesses for program outreach and certification verification
- Help coordinate, provide support for, participate and present on webinars, at workshops, in industry meetings
- Help coordinate logistics, assist with guest relations and provide event support for Ontario By Bike Ride events, two to three days in length group cycling tours in a variety of Ontario destinations
- Research and write promotional content for a variety of platforms
- Develop and execute a summer social media content strategy
- Assist with website updates, after learning the CMS/Content Management System
- Work at a variety of shows/events representing Ontario By Bike, interacting with a large number of attendees
- Monitor and help reply to inquiries from consumers, often visitors, as well as industry partners or tourism businesses making inquiries via phone or email.
- Assist with the distribution and promotion of program marketing materials, including the Cycling in Ontario annual guide, and help with other admin as needed

### Qualifications

- Current post-secondary student or recent graduate of program in relevant studies areas (with a preference for tourism, hospitality, marketing background)
- Excellent customer service, verbal communication and interpersonal skills
- Ability to research and write promotional text for a variety of audiences
- Comfort in public speaking roles
- Experience coordinating events
- Travel and tourism knowledge of destinations across Ontario
- Social media platforms management experience
- Good organizational skills
- Ability to work on a variety of projects simultaneously
- Resourcefulness and initiative to function individually and collaboratively
- Basic knowledge of CMS systems and a variety of online marketing and communication platforms
- Proficiency and ability to work in Google Workplace and Microsoft Office

### Other Requirements

- Passion for cycling, cycle touring and tourism in Ontario

- Own a bicycle
- If hybrid work setting selected, ability to use own computer for work
- Standard first aid and CPR training and certificate, or willing to complete course
- Ability to travel as needed within Ontario, with appropriate notice
- Available to work occasional weekends, with time in lieu provided

### **Terms of Employment**

- This job offers hours equivalent to a five-day work week, and is a full-time summer long position
- Hybrid work option available, as well in office option
- The general work week is Monday to Friday, with some flexibility in hours, however there are some requirements to work occasional weekend events, with time off in lieu provided
- In office location is Toronto
- This position pays \$24 to \$28 per hour, with rate dependent on summer job funding, still TBA
- If funded this job will be a part of the Canada Summer Jobs program, which requires the candidate to: Be between 15 and 30 years of age; a Canadian citizen, permanent resident, or person with refugee protection; have a valid Social Insurance Number / be legally permitted to work in Canada.

**Apply with resume and cover letter by email only to**  
[jobs@transportationoptions.org](mailto:jobs@transportationoptions.org)

**Application Deadline:** Monday, April 20 – noon

Interviews: Week of April 27

Start Date: Monday, May 5

Finish Date: Tuesday, September 1

*Please note that while we thank you for your application, due to the volume of applicants we will only be able to contact those selected for interviews.*

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### **About Ontario By Bike / Transportation Options**

[www.OntarioByBike.ca](http://www.OntarioByBike.ca) & [www.TransportationOptions.org](http://www.TransportationOptions.org)

Ontario By Bike, a program of not-for-profit organization Transportation Options, and works to develop and promote cycle tourism in Ontario. Ontario By Bike delivers a range of programs and services, some directly to cyclists and others for tourism industry partners including businesses that cater to cycle tourists, regional and municipal governments and tourism development and marketing organizations.

For Cyclists the Ontario By Bike Network provides a variety of information on cycling in Ontario, online, and in print, and is the top cycling trip planning resource for day long or multi-day rides, used by cyclists in Ontario. Ontario By Bike interacts with a large community of cyclists through its various communication tools, at promotional shows and at events, including through its own Ontario By Bike Rides.

Ontario By Bike works with a large variety of tourism industry partners including tourism businesses to develop and promote cycle tourism in Ontario. The Ontario By Bike Network certifies tourism businesses Ontario wide as bicycle friendly, there are currently 1,700 locations participating. In addition, Ontario By Bike provides industry partners with marketing partnerships and offers other destination development services. Ontario By Bike is the recognized sector association, driving the development of cycle tourism and working to position Ontario as a top cycle tourism destination.