

## Bilingual Meeting and Events Coordinator

For all Canadians road safety is an issue that unites us. We have a shared commitment and responsibility to keep our roads safe and reduce serious injuries and fatalities – because when you go out on the road, you want to feel secure knowing that you and your family will arrive at your destination, safe and sound.

We are the [Canadian Council of Motor Transport Administrators \(CCMTA\)](#) and we are the national body coordinating matters dealing with the administration, regulation, and control of motor vehicle transportation and highway safety. Our vision is to have the safest and most efficient movement of people and goods by road in the world. We are the custodians of the National Safety Code and provide collaborative leadership in addressing Canadian road safety priorities through the work of its Board of Directors and three Program Committees: Road Safety Research and Policies; Drivers and Vehicles; and Compliance and Regulatory Affairs.

Established over 80 years ago, we provide a forum for provinces, territories, and federal government to discuss emerging road safety challenges. Our meetings and events provide our members with an opportunity to meet and collaboratively work towards achieving our mission.

Currently, our team has an exciting opportunity for a skilled **Bilingual Meeting and Events Coordinator**. If you're looking for an opportunity to put your corporate meeting and events experience to use, with an organization whose mission you can truly stand behind, this could be your next role.

### Key Duties and Responsibilities

- **Annual Meeting:**
  - Provides overall support in planning and execution of the CCMTA Annual Meeting:
    - Provides administrative and logistical support including budget development, marketing, and communications development, reporting and project tracking.
    - Manages the Registration Process, including rooming list management.
    - Supports the Sponsorship Program.
    - Manages the Exhibition Program, including being the main contact with our members and selected vendors.
    - Supports sourcing and contracting of vendors.
- **Meetings:**
  - Supports the planning and execution of the CCMTA Board meetings:
    - Provides administrative and logistical support.
    - Supports sourcing and contracting of vendors.
    - Supports registration process, including rooming list management.
  - Plans, manages, and executes the Fall Program Committee Meetings as the primary meeting planner:
    - Responsible for all administrative and logistical support.
    - Manages sourcing and contracting of vendors.
    - Supports the Program and Research team in support of these meetings.
    - Supports budget development and reporting.
    - Acts as on-site lead.
    - Manages the Registration Process, including rooming list management.
  - Plans, manages, and executes CCMTA's ad hoc meetings (project group meetings, workshops, staff functions) as the primary meeting planner:

- Responsible for all administrative and logistical support.
  - Responsible for sourcing and contracting of vendors.
  - Provides support with budget development and reporting.
  - Supports the Program and Research team in support of these meetings.
  - Acts as on-site lead.
  - Manages the Registration Process, including rooming list management.
- **External Orientation:**
    - Supports CCMTA's participation at external conferences and events.
    - Represents the organization at various functions, including exhibiting with outside organization, as necessary.
  - **Marketing:**
    - Supports the development of marketing and communication materials in support of CCMTA's events and external presence.
    - Provides support to ensure the integrity of all French communication materials in layout, this could include:
      - Annual Meeting collaterals
      - Annual report
      - Marketing and E-News blasts, Web Site content
      - Programs outputs (e.g., ppts, white papers, briefing notes, etc.)
    - Supports sourcing and development of promotional items and marketing related materials, including product availability and inventory management.

**Skills and qualifications for success:**

- Ability to carry out all duties in English and French (**required**).
- College diploma in conference/event management, project management or a related discipline.
- Experienced conference/event planner with a minimum of 2 years progressive responsibility managing meetings/conferences/events.
- CMP designation and DES certification are definite assets.
- Experience with database management and/or general knowledge of its functions is beneficial.
- Knowledge of IMIS database, Social Tables, Zoom, EventMobi, and Aventri software is considered an asset.
- Experience with new media/electronic delivery of conference content is a definite asset.
- Excellent interpersonal communications skills, high attention to detail, ability to run with new initiatives and ability to organize and maintain files and records.
- Capable of organizing and undertaking a variety of tasks as assigned.

**Language:**

- Bilingualism (English and French) is required.

**Citizenship:**

- Canadian citizen or permanent resident (eligible to work in Canada) required.

**Additional requirements:**

- Able to travel within Canada on a periodic basis (typically 10 days per year for conference-related responsibilities).
- Ability to travel within Canada, and perhaps in the United States, on a periodic basis for meeting-related activities. A valid passport may be required.

## Working with CCMTA

We're a small group (just 17 of us!) who are deeply committed to making a difference for Canadians, by making Canadian roads the safest in the world. We have an open and flexible culture, and our team is approachable, fun, and enthusiastic. We enjoy working together, and practice values of accountability, respect, collaboration, and engagement.

This is a full-time permanent position, working in a convenient, central location in Ottawa. This position is not remote; however, CCMTA currently has a hybrid work environment. Relocation assistance will not be provided.

You'll work a standard work week (36.25 hours), Monday to Friday, unless different or additional work hours are required to support our events and meetings. Our office is easily accessible by transit, as well as a biking/path network, and offers free outside parking.

You'll earn a competitive salary commensurate with experience, plus employer paid benefits and a defined contribution group pension plan. We offer flexible working hours, and in addition to three weeks' vacation, we have an office closure between Christmas and New Year's!

## How to Apply

**Please submit a résumé AND covering letter** which summarize your experience and suitability for the position to the attention of the Senior Director of Administration and Member Services at [info@ccmta.ca](mailto:info@ccmta.ca).

**Applications will be received until April 3, 2024. We thank all applicants for their interest. However, only those invited for an interview will be contacted.**

CCMTA welcomes applications from persons with disabilities, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Accommodation is available on request during the hiring process. Applicants are asked to make their needs known in advance.