

### Job Description

**Organization:** Canadian Council of Motor Transport Administrators (CCMTA)

**Job Title:** Events Coordinator

**Reports to:** Senior Director, Administration and Members Services

### **Company Information**

The Canadian Council of Motor Transport Administrators (CCMTA) is an incorporated non-profit organization in Canada that coordinates matters dealing with the administration, regulation and control of motor vehicle transportation and highway safety. Membership includes representation from provincial, territorial, and federal governments of Canada.

CCMTA provides 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.

CCMTA supports its members' vision to have the safest and most efficient movement of people and goods by road in the world.

### **Summary**

Responsible for providing support and coordinating logistics and delivery for CCMTA's in-person and virtual events needs including all aspect of CCMTA's Fall Meetings, others as required, and supporting the planning, delivery, and execution of CCMTA's Annual Meeting and its exhibit component.

Supports the development of marketing and communication materials in support of CCMTA's events, and its external presence. Provides support to ensure the integrity of French communication materials in layout.

### **Job Requirements**

- Excellent interpersonal communications skills, high attention to detail, ability to run with new initiatives and ability to organize and maintain files and records.
- Experience with database management and/or general knowledge of its functions is also beneficial.

- Experience with new media/electronic delivery of conference content is a definite asset.
- Capable of organizing and undertaking a variety of tasks as assigned.
- Ability to carry out all duties in English and French (**required**) and to work with little supervision.

## 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.
    - Manages event speakers.
- **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 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 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.
- **Membership and 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.
- Performs other related duties as requested from time to time.

### Qualifications

- 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 is a definite asset.
- Knowledge of IMIS database, Social Tables, Zoom, GotoWebinar, EventMobi, and Aventri software is considered an asset.
- Able to travel within Canada on a periodic basis (typically 10 days per year for conference-related responsibilities). CCMTA's events are currently being held virtually due to the pandemic. Once in-person meetings start again, based on guidance provided by our public health system, travel will restart.

### Language:

- Bilingualism (English and French) is required.

### Citizenship:

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

### Additional requirements:

- 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. CCMTA's events are currently being held virtually due to the pandemic. Once in-person meetings start again, based on guidance provided by our public health system, travel will restart.
- This role is not remote and would require that the successful candidate is onsite at the office (currently remote under COVID-19 restrictions). Relocation assistance will not be provided.

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

We are looking to fill this position ASAP and will assess applications, and contact qualified applicants, as we receive them. There is no official closing date for applications.

**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). Accommodations are available on request during the hiring process. Applicants are asked to make their needs known in advance.**