

Job Title: Senior Coordinator, Events and Member Services

Location: Ottawa, ON (Hybrid work environment)

Reports to: Senior Manager, Events and Member Services

About CCMTA

For Canadians, road safety is a shared priority. We are committed to ensuring safe roads, reducing injuries and fatalities, and making sure every traveler, whether driver or passenger, reaches their destination securely.

The Canadian Council of Motor Transport Administrators (CCMTA) is the national body responsible for coordinating motor vehicle transportation and highway safety across Canada. Our vision is to achieve the safest and most efficient movement of people and goods on the road globally. With a legacy of over 80 years, we lead national conversations on road safety through our Board of Directors and three Program Committees: Road Safety Research and Policies; Drivers and Vehicles; and Compliance and Regulatory Affairs.

If you're passionate about road safety and want to contribute to a meaningful mission, we invite you to join us as a **Senior Coordinator, Events and Member Services**.

Position Summary

The **Senior Coordinator, Events and Member Services** plays a critical role in supporting the organization's mission by planning, executing, and enhancing a variety of events, while ensuring a top-tier member experience. This role involves managing the logistics of both internal and external events nationally, improving internal processes, and contributing to marketing and branding efforts that support the organization's external presence.

Additionally, this role actively contributes to delivering administrative, communications and marketing services, supporting our internal teams and a multi-faceted national membership.

If you thrive in a hands-on, dynamic environment, enjoy event planning, have a customer-oriented mindset and are excited about making a difference, we encourage you to apply.

Key Duties and Responsibilities

Annual Meeting Coordination:

- Works closely with the Senior Manager to manage the logistics, planning, and execution of the CCMTA Annual Meeting.
- Serve as the primary event planner for the Annual Meeting, including sourcing and contracting vendors through an RFP process.
- Assist with budget development and reporting, program content creation, and the coordination of speaker schedules and speeches.
- Lead the sponsorship program, registration process, and exhibition coordination with team support.
- Support CCMTA's awards process, from planning through to execution.
- Contribute to future Annual Meeting planning, including site visits and location selection.

Meeting Planning & Execution:

- Oversee the planning and execution of the Fall Program Committee Meetings.
- Lead the planning of CCMTA Board Meetings, including vendor sourcing, budget management, and on-site leadership.
- Manage logistics for ad hoc meetings, project groups, workshops, and staff functions.

Membership Services:

- Work with the Senior Manager to support the CCMTA's Associates Program, including its marketing strategy.
- Contribute to and manage marketing materials for events and general promotion, ensuring alignment with the CCMTA brand.
- Enhance the visibility and external presence of CCMTA through targeted promotional initiatives.

External Conferences & Representation:

- Collaborate with the Senior Manager to plan and execute CCMTA's participation in external conferences and events.
- Represent CCMTA at external functions, including exhibiting with outside organizations to further the organization's goals, as necessary.

Education & Experience

- **Required:**
 - College diploma in conference/event management, project management, or related field (or equivalent work experience).
 - Minimum of 7 years of progressive experience in event planning, with a focus on managing conferences, meetings, and hybrid events.
 - Experience in vendor contract negotiation and management.
 - Ability to travel within Canada, with potential travel to the U.S., for event-related duties (approximately 20-30 days per year).
 - Canadian citizen or permanent resident (eligible to work in Canada) required.
- **Preferred:**
 - Experience with database management systems, including IMIS or other membership databases.
 - Certified Meeting Professional (CMP) or Digital Event Strategist (DES) designation is an asset.

Skills & Qualifications for Success

- Excellent written and verbal communication skills.
- Exceptional attention to detail and organizational skills.
- Strong project management experience, particularly with cross-functional teams and external stakeholders.
- Comfortable working in a hybrid conference environment and adapting to new event formats.
- Ability to prioritize and handle multiple tasks in a fast-paced setting.
- Strong critical thinking and problem-solving skills.
- Ability to work independently with minimal supervision.
- Fluency in both English and French is preferred.

Working with CCMTA

We're a small group (just 18 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, engagement, responsiveness and a people-first approach.

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

You'll work a standard work week (36.25 hours), Monday to Friday. 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 your résumé and a cover letter outlining your qualifications and interest in the role to the Senior Manager, Events and Member Services at 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 is committed to fostering an inclusive workplace. We encourage applicants from all backgrounds, and 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.