

**Job Title:** Program Manager (contract position)

**Location:** Ottawa, ON (Hybrid work environment)

**Reports to:** Senior Director, Road Safety Programs and Research

---

## 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 **Program Manager**.

---

## Position Summary

This position is responsible for supporting CCMTA Program Committee's achieving organizational goals through collaboration and knowledge exchange.

Program Management responsibilities include:

- developing effective working relationships with CCMTA Program Committee members and identifying levels of awareness and concern with respect to issues and services that affect them
- supporting Provincial/Territorial and Federal member and stakeholder consultations on road safety initiatives and custodianship of the National Safety Code
- developing and managing project plans, budget and resource requirements for the effective delivery of Program Committee initiatives
- conducting extensive environmental scans, including the ability to summarize complex information into understandable, user-friendly, relevant explanations for reporting and knowledge transfer
- maintaining issue-monitoring systems, to ensure that CCMTA can react effectively to new issues that emerge

- contributing to outreach activities as appropriate, including identifying emerging issues, priority audiences, messages, research, tactics and schedules for achieving objectives
  - supporting the Program Committee and organization by preparing briefing notes, reports and recommendations on various research and policy matters
  - providing issue management support assigned ad hoc
  - performing other duties as assigned
- 

## **Education & Experience Requirements:**

The Program Manager should have the following skills, education and experience:

- a formal education that includes skill development in program and relationship management
- a minimum of 5 to 10 years of experience as a Program Manager
- strong communication and project management skills
- demonstrated experience in writing complex reports
- understanding of policy development and regulatory frameworks
- working in a multi-jurisdictional framework (Federal/Provincial/Territorial)
- ideally an understanding of transportation and road safety matters in Canada
- excellent analytical, writing and presentation skills
- ability to work efficiently and independently
- ability to multi-task and prioritize work effectively

## **Key Competencies:**

- relationship management and collaboration
- flexibility and adaptability
- accountability
- strategic thinking
- innovative and creative
- solution oriented

## **Language**

English is essential; ability to work in both official languages would be an asset.

## **Citizenship**

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

## **Additional requirements**

Ability to travel within Canada, potentially 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 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 contract position for up to 18 months to cover parental leave**, working in a convenient, central location in Ottawa. This position is not remote; however, CCMTA has a hybrid work environment.

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. We offer flexible working hours, and 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 President and CEO at [info@ccmta.ca](mailto:info@ccmta.ca).

**This is a contract position for up to 18 months to cover parental leave.** We are looking to fill this position ASAP and will assess applications, and contact qualified applicants, as we receive them. Closing date for applications is June 5, 2025.

**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.