

Manager, Internal Communication and Education

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 75 years ago, we provide a forum for provinces, territories, and federal government to discuss emerging road safety challenges.

In response to a changing environment, we are seeking a collaborative individual with a communication/education background to support our members and our organization as we work together to adapt to these changing times and deliver exceptional services.

Currently, our team has an exciting new opportunity for a skilled **Manager, Internal Communication and Education**. If you are a focused, enthusiastic, and highly collaborative team player, we want to hear from you. Work-life balance is important at CCMTA, and we pride ourselves in our team focused approach and flexible work environment.

As the Manager, Internal Communication and Education, you will:

- Develop and support the implementation of education products and an appropriate internal communications strategy including key messaging, communication channels, and tactics to be aligned with organization's objectives.
- Work with the CCMTA management team to ensure all education tools and internal communication is clear, consistent, and aligned with the organization's goals and values (i.e. develop member onboarding, orientation, and online seminar materials).
- Monitor and measure the effectiveness of tools and strategies and make recommendations for improvement based on feedback and data analysis from organizational members and colleagues.
- Identify opportunities to promote employee and member engagement and help foster a positive company culture.
- Develop an understanding of the work CCMTA does and apply this in the support of member education materials and initiatives.
- Optimize knowledge transfer mechanisms including updating, CCMTA's Knowledge Management Sharepoint Platform.

- Collaborate with colleagues to maximize tools and mechanisms to ensure members receive timely information.
- Identify and facilitate the implementation of development opportunities for government member leadership and assess and evaluate effectiveness and requirements on an annual basis.

Skills and qualifications for success:

- 10+ years of experience in internal communications education, corporate communications, or related field
- Excellent writing and editing skills
- Strong project management skills
- Experience with content creation and delivery, including videos, webinars, presentations, email, newsletters.
- Ability to work collaboratively and build strong relationships with CCMTA colleagues and members across the organization
- Knowledge of best practices for internal communications and understanding of current and effective learning and education strategies to support diverse learning environments and styles
- Demonstrated experience in distilling complex information into effective communication vehicles
- Understanding of policy development, and regulatory frameworks
- Excellent analytical, writing and presentation skills
- Ability to work efficiently and independently
- Ability to multi-task and prioritize work effectively
- Experience working with a government environment

Key Competencies:

- Relationship management and collaboration
- Flexibility and adaptability
- Accountability
- Innovative and creative
- Solution oriented
- Strategic thinker

Language:

- Bilingualism (English and French) is considered an asset.

Citizenship:

- Canadian citizen or permanent resident (eligible to work in Canada) is 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 (just 16 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 Vice President 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 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.