

Job Title: Manager, Internal Communication and Education (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.

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.

If you're passionate about road safety and want to contribute to a meaningful mission, we invite you to join us as the **Manager, Internal Communication and Education**.

Position Summary

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.
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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

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 May 30, 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.