

*To inspire and influence the evolution of integrated urban mobility*

The Canadian Urban Transit Association (CUTA) is looking for a full-time ***Policy & Public Affairs Officer***. This exciting role is based in CUTA’s Ottawa office. Bilingualism is a must—not a nice-to-have—and you’ll need to know your way around Parliament Hill or a legislature.

Reporting to the Director of Communications & Public Affairs, the Policy & Public Affairs Officer will provide analysis and insight on federal and provincial policies that affect public transit. The incumbent will support our government relations, so you’ll need to build and maintain relationships. Some campaign chops would be an advantage, too. This role will help to shape public policy, so it works better for transit and its riders, including funding, legislative, and regulatory developments at the federal and provincial government levels.

Think you’re the right fit? Send us a resume, cover letter **hr@cutaactu.ca** **by Friday, October 29.**

WHO ARE WE?

The Canadian Urban Transit Association is a member-based association that is the collective voice of public transit and urban mobility. It’s been a busy time. Last year, working with our members we helped secure $4.6 billion in emergency support to keep transit running—and there’s lots of work yet to do. Ongoing support is needed to keep communities moving. More public transit is being built—much of it, electric as we help Canada take climate action. CUTA helps connect the public transit industry. Our members include transit systems, public bodies, companies that supply the sector, and experts in urban mobility. We advocate for investment and support from governments. We facilitate conversations and connections to help transit professionals keep up with the latest. And we’re the leading data collection body in the field.

WHAT YOU OFFER:

***Government relations and public affairs***

* Shape and implement government relations strategies in Ottawa and provincial capitals.
* Develop and maintain relationships with elected and non-elected officials across party lines.
* Nurture, plug into, and grow our network of stakeholder advocacy and grassroots groups to raise awareness of public transit and influence public policy.
* Collaborate across CUTA departments to draft federal and provincial pre-budget submissions.
* Work with colleagues during elections to get transit’s message out.

***Policy analysis and positioning***

* Research, track, analyze and report on federal, provincial and municipal policies related to public transit.

***Content development, communications and events management***

* Develop public affairs content for CUTA’s website and publications.
* Manage CUTA’s annual lobby days in Ottawa and provincial capitals.
* Support meetings between CUTA members and government officials, including outreach to officials.
* Ensure the advocacy section of CUTA’s website is current.

***Member relations***

* Support CUTA members and their advocacy initiatives.
* Act as an internal committee liaison and support the CUTA Executive and Board of Directors.
* Provide public affairs and communications insight to CUTA task forces and members where required.

**Qualifications**

* An undergraduate degree political science or public policy or experience working on Parliament Hill or a provincial legislature. We’re looking for someone who knows how government works. Not from a textbook, but in real life.
* You are fluently bilingual, English, and French.
* You’re not prohibited from registering as a federal lobbyist from day one.
* If you’ve worked for or with a trade experience, that’s a plus. Same with a GR or public affairs agency.
* Project or campaign (not only elections, but issue campaign, too) is another plus.
* You’re a good team player.
* You are passionate about the public transit sector and its success.

WHAT WE OFFER:

* The ability to help inspire and influence the future of urban mobility.
* Competitive salary.
* A forward-thinking and inclusive workplace culture that expects and rewards curiosity and innovative thinking.
* Comprehensive health benefits.

**Accommodation at CUTA**

*At CUTA, we are committed to fostering an inclusive, barrier-free and accessible environment. Part of this commitment includes arranging accommodations to ensure an equitable opportunity to participate in the recruitment and selection process. If you require an accommodation, we will work with you to meet your needs. We welcome applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons living with a disability, and persons who identify in the LGBTQ+ community.*