

JOIN OUR TEAM

CUTA has an immediate job opening for a **Bilingual Executive Assistant to the Chief Executive Officer**. This exciting role is based in CUTA's downtown Ottawa office.

WHO ARE WE?

CUTA's success is measured by the success of our members, the value they gain from membership and the strength of our collective influence on advancing public transit and integrated urban mobility in Canada.

CUTA members include transit systems across Canada, from Victoria and Vancouver to Halifax and St. John's. Members also include government agencies (federal, provincial, regional, and municipal), business members (companies or persons engaged in the manufacture or sale of transit equipment or services) and affiliates (associations, individuals, and others).

CUTA is an independent, not-for-profit organization with an extensive network of national and international stakeholders. The association is focused on building active partnerships designed to strengthen the transit industry and advance public transit as the core of urban life.

CUTA is recognized as an exceptional place to work that embraces diversity, respect, integrity, collaboration, and innovation. As a valued member of the CUTA team, you and your work will have a pivotal role in delivering quality services to the CUTA membership.

WHY IS THIS ROLE IMPORTANT?

Reporting to the Chief Executive Officer, the successful candidate is responsible for the day-to-day operations of the Office of the CEO. This includes providing senior level, administrative support to the CEO and the Board of Directors on behalf of the CEO.

As the successful candidate, you must be fluently bilingual (French and English). You will work closely with the CEO, the Board of Directors, and CUTA's various committees. You will manage highly confidential and sensitive information and follow-up on priority matters. You will play a key role in helping the CEO achieve the goals that support CUTA's mission and values.

You must have excellent judgment, expertise, and organizational abilities to provide outstanding executive support. You will assist in both an administrative and strategic capacity with a focus on governance and records management.

WHAT YOU'LL DO

Executive Office Administration

- Represent the Office of the CEO in a professional, customer-focused manner
- Effectively manage the CEO's schedule, using considerable judgment and diplomacy to re-schedule appointments according to organizational priorities
- Preparing monthly expense reports
- Maintain contacts and draft correspondence in a timely manner on behalf of the CEO
- Research and compile appropriate data for reports, projects, and presentations



Board and Governance

- Attend quarterly Board and committee meetings and acting as Recording Secretary
- Manage all aspects of CUTA's Annual General Meeting and membership recognition event.
- Contribute to the development and revision of governance materials (i.e., terms of reference, codes of conduct, bylaws, etc.)
- Keep apprised of relevant changes in legislation and evolving governance best practices, ensuring that these are reflected in CUTA's governance guiding documents, as appropriate
- Prepare materials such as agendas, meeting packages, reports, background documents and actions arising, and ensure appropriate follow-up as required
- Provide the CEO with background information, supporting documents, research, etc. in advance of scheduled appointments, meetings and speaking engagements
- Serve as the primary contact and support for the Board of Directors and its various standing committees:
 - Executive Committee
 - Nomination Committee
 - Governance Committee

WHAT YOU'LL BRING TO THE ROLE

You are a self-motivated individual who thrives on challenges. You are an excellent oral and written communicator. You are a team player and are respected among your peers. You welcome the opportunity to work with multiple teams to propose new ideas and help bring those ideas into action. The successful candidate will have:

- A university degree or college diploma in office/administrative management
- A minimum of 5 years of recent relevant experience supporting the CEO and Board in a not-for-profit organization
- A track record of confidentiality, integrity, professionalism, and diplomacy
- Demonstrated technical skills including proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Acrobat, and virtual meeting platforms (Zoom, Teams)
- A passion for good governance
- **Bilingualism is a must (fluency in English and French written and spoken are required)**

WHY YOU SHOULD JOIN US

In this role, you will have the opportunity to work with professional leaders in public transit, nationally and internationally, helping the industry emerge stronger after the pandemic. Working with a passionate team in a multidisciplinary role, you will contribute to an industry at the heart of environmental, social, and urban planning discussions.

At CUTA, we recognize what matters to our employees. We offer a competitive salary, comprehensive benefits, OMERS pension, a collaborative and supporting corporate culture, and good work-life balance.

At this time, there is an expectation that the successful candidate will work on-site in the Ottawa office, based on the needs of the CEO and organization. For more information about CUTA, please visit cutaactu.ca.

Interested?

If you would like to apply for this role, please send your resume to hr@cutaactu.ca along with a note explaining why you would be a great addition to the CUTA team! Please apply by **April 6, 2023**.



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.

