



## WE ARE HIRING!

### Policy Analyst, Public Affairs (Toronto Office)

#### About CUTA

The Canadian Urban Transit Association (CUTA) is the leading voice for public transit and urban mobility in Canada. Our success is measured by the success of our members, the value they gain from their membership, and our collective influence in advancing public transit as a core of urban life.

CUTA members include transit systems from Victoria to Halifax, government agencies (federal, provincial, and municipal), businesses in transit-related industries, and affiliates from various sectors. We are an independent, not-for-profit organization with a strong network of stakeholders nationally and internationally.

At CUTA, we are committed to fostering a collaborative and innovative workplace that values diversity, respect, and integrity. As a Policy Analyst in our Public Affairs department, you'll play a critical role in shaping public transit policy and supporting our members' success.

#### Why This Role Matters

Located in Toronto and reporting to the Director, Communications & Public Affairs, the Policy Analyst will be responsible for analyzing and influencing policies that impact public transit across Canada. You will have the opportunity to work on meaningful projects that support CUTA's advocacy efforts, advancing public transit funding, policies, and initiatives that benefit communities nationwide.

#### Key Responsibilities

##### *Policy Analysis and Advocacy*

- Research, track, and analyze federal, provincial, and municipal policies affecting public transit.
- Conduct national and international research on priority transit issues to support advocacy efforts.
- Review and analyze urban mobility policies in Canada to identify challenges and opportunities.

##### *Content Development and Communication*

- Prepare policy papers, briefing notes, and speaking materials for senior leadership, including the President.
- Working with the Director of Communications and Public Affairs, respond to media inquiries and assist in developing messaging for key issues.
- Develop advocacy materials, including Issue Papers, and manage CUTA's annual Lobby Days.
- Ensure CUTA's advocacy website section is consistently updated with relevant content.

### Member Relations

- Support advocacy efforts for the Ontario Public Transit Association (OPTA), working closely with its CEO and Board.
- Act as the staff liaison for the Transit Board Members Committee, assisting municipal leaders in advancing transit initiatives.
- Respond to policy-related inquiries from CUTA members, government agencies, and the public.
- Identify and secure member or external funding for advocacy and policy activities when appropriate.
- Draft briefing minutes of committee meetings and develop research materials to keep association members and stakeholders informed of industry issues.
- Help with CUTA national conferences, policy days, trade shows.

### What You'll Bring to the Role

- You are a self-motivated individual who thrives on challenges and pressure.
- You are an excellent oral and written communicator.
- You are a team player, and you are well respected amongst your peers.
- 2–3 years of experience in public policy development, ideally with exposure to federal government departments or agencies.
- An undergraduate degree or diploma in public policy, political science, urban planning, or a related field.
- Advanced knowledge of government advocacy and policymaking processes.
- Familiarity with public transit or urban mobility issues is an asset.
- Bilingualism (English and French) or a good understanding of French is a strong asset.

### Why Join CUTA?

- Work with leaders in public transit, nationally and internationally.
- Contribute to shaping policies that make public transit stronger and more sustainable for communities across Canada.
- Be part of a multidisciplinary team tackling environmental, social, and urban planning challenges.
- Enjoy a competitive salary and benefits package in a workplace that values fun, hard work, and inclusiveness.

### How to Apply

Interested? Please send your resume and a brief note telling us why you'd be a great addition to the CUTA team to [hr@cutaactu.ca](mailto:hr@cutaactu.ca) by February 8, 2025.

### Accommodation at CUTA

CUTA is committed to fostering an inclusive, barrier-free, and accessible workplace. If you require accommodation during the recruitment process, we will work with you to meet your needs.

We strongly encourage applications from individuals in equity-seeking groups, including women, racialized and visible minorities, Indigenous peoples, persons living with disabilities, and individuals identifying as LGBTQ+.