



### **Manager, Aviation Security and Committee Affairs**

The Canadian Airports Council, the national trade association and voice for Canada's airports, is seeking a Manager, Aviation Security and Committee Affairs. Reporting to the Vice-President, Government and Industry Affairs, the person will serve as the primary individual at the Canadian Airports Council focused on aviation security related matters and secretary to the CAC's Security Committee as well as support of other CAC committees and activities.

#### **Role and Responsibilities:**

- Act as Security Committee secretary, including preparation of meeting material and minutes.
- Support the administration of committee activities for the CAC Facilitation Committee and Small Airports Caucus.
- Support the association's government relations activities including, arranging meetings, drafting correspondence, and monitoring issues of interest.
- Organize committee meetings and calls, draft minutes.
- As appropriate, represent airports sector in regulatory and consultative forums.
- Disseminate committee-related information to relevant committees and, when appropriate, the broader membership.

#### **Qualifications and Experience:**

- Background in aviation security and/or passenger facilitation
- Strong understanding of the policy development and regulatory processes
- At least five years of relevant work experience
- Excellent communication skills
- Experience working with senior level executives
- Able to travel (about six times a year, in Canada and the U.S.)
- Association experience, an asset
- Bilingual, an asset

#### **To apply:**

Please send cover letter, resume, and salary expectations by April 1, 2018 to [holly.christian@cacairports.ca](mailto:holly.christian@cacairports.ca)