

# Become our Compliance Specialist and Communications Coordinator



## Who we are

The Loomex Group is a North American group of companies that provides a wide range of services out of four main divisions: aviation and aerospace, infrastructure and asset management, education and compliance, and emergency management.

Reporting to the Manager of the Peterborough Airport, the Employee will be located in the Loomex head office. This role will perform the duties that are necessary for fulfilling the implementation of Peterborough Airport's Airport Strategic Business Plan, providing administrative support to airport operational programs and processes, and overseeing, implementing, and innovating outward-facing communications and campaigns related to safety promotion, marketing, business development, community relations, and social media. This role will also manage airport regulatory and quality assurance compliance standards and support requirements of the Loomex Airport Network.

Don't miss this chance to join our fast-growing team!

## What you'll do

### Aviation and Special Projects

- Developing materials, programs, and services to improve and maintain compliance with applicable legislation and regulation (e.g., Canadian Aviation Regulations)
- Assisting the Airport Manager with the administration of various plans and programs (e.g., Wildlife Management Plans, Emergency Response Plans, Inspection Programs, Safety Management Systems, Airport Operational Policy and Procedures)
- Implementation of new software, processes or use of technology to streamline airport operations and activities and administrative processes



### Position location:

The Loomex Group Head Office (located at Peterborough Airport)

All the benefits  
you're looking for  
in your career.



Health & wellness  
programs



Collaborative &  
inclusive culture



Learning &  
development  
opportunities



Attractive  
compensation



Career guidance

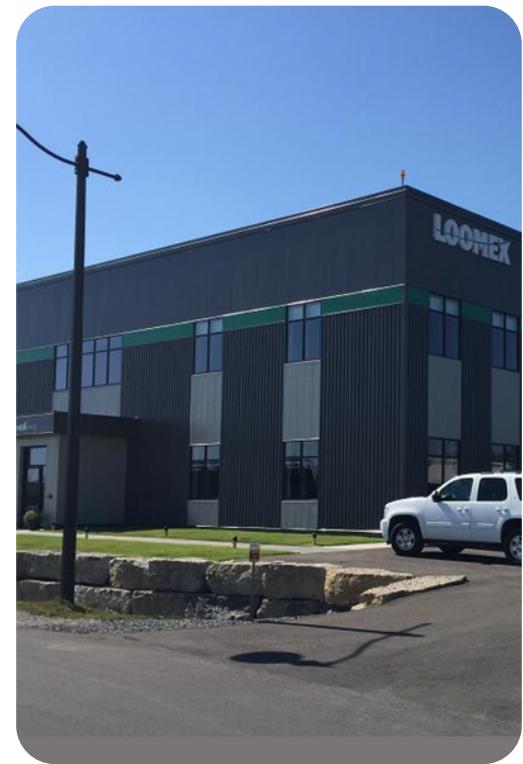
- Supporting and providing input into the development of management and corrective action plans
- Deliver training modules and conduct training courses for airport staff
- Manage airport special projects and liaison with governing bodies
- Working with The Loomex Groups team of Airport Managers, you will support the compliance inspection and material development for our network of airports
- Writing, developing and revising technical manuals, general and ministerial correspondence such as position papers, technical reports, background papers and reports, briefing notes, submissions, etc.
- As needed, provide administrative support to The Loomex Group's airport management team.
- Maintain an understanding of the Canadian Airport Regulations (CARs), TP 312, and other applicable regulations that govern updating airport manuals, policies and procedures.
- Writing, developing, and revising technical manuals, general and ministerial correspondence such as position papers, technical reports, background papers and reports, briefing notes, submissions, etc.
- Other duties as required

#### **Duty Manager (as required)**

- Monitor airside and groundside operations, provide Unicom advisories to air traffic and escort persons/vehicles airside.
- Conduct airfield/runway and wildlife inspections and control to ensure that airside safety and security are maintained.
- Gather and provide information to airport users regarding local air traffic procedures, arrival and departure routes, noise abatement procedures, weather conditions, airport facilities and other local services.
- Initiate the appropriate emergency response procedures and/or activate the airport's emergency response plan in the event that an emergency incident occurs; this may include being on call in the event of an airport emergency.
- Provide assistance and support for distressed or disabled aircraft and assist in emergency operations by providing first aid, operating rescue equipment, operating radio equipment, providing information, and notifying fire and other emergency services in the event that an emergency incident occurs.
- Other duties as required

#### **Community Relations**

- Implement proactive community outreach strategies such as community engagements and planning promotional awareness campaigns.



**Interested in adding your talents to our team?**



Please email your resume and cover letter to [acallery@loomex.ca](mailto:acallery@loomex.ca)



We are accepting applications until May 1, 2023



This role has a wage of \$21 - \$25 hourly

We thank all those who apply. Please note that only those applicants who get selected for an interview will be contacted.

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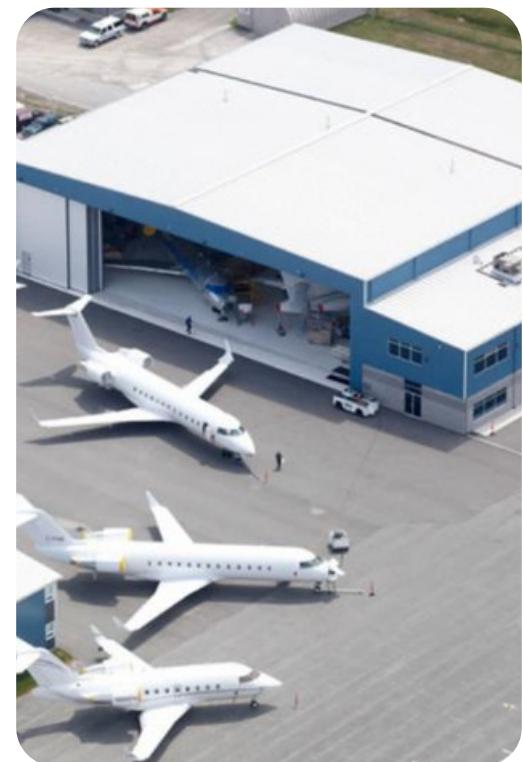
- Oversee the Peterborough presence on social media, including creating, posting and monitoring Facebook, Twitter, Instagram, LinkedIn, and YouTube content.
- Develop and implement a monthly social media content calendar
- Research and apply new and current social media trends
- Analyze data to create reports and presentations
- Manage the airport noise management database, recording all communications, dates and discussion points
- Manage and provide consistent messages related to community concerns and correspondence
- Administer committee meetings, including preparing meeting agendas, recording minutes, and presenting the information.
- Conduct research in regard to proposed solutions/possible mitigation strategies for noise concerns
- Development of reports on work activities, projects, and initiatives.
- Other duties as required

## Event Coordination and Business Development

- The undertaking of business development initiatives, including industry outreach, networking and monitoring of potential new development opportunities
- Provide education and positive messaging about Peterborough Airport to the community
- Provide airport tours, as approved by the airport manager
- Implement strategies of business development to develop the external partners and support the airport's master plan and implementation of a strategic business plan
- Research initiatives in the industry that support revenue generation
- Assist in facilitating community and public events, as requested
- Take and edit photos of events, aircraft and airport events
- Design airport signage, banners, digital ads and invitations according to brand standards
- Other duties as required

## What you'll do

- Work is performed both in an office and outdoor environments
- Work hours are primarily Monday to Friday, 8:00 a.m. – 4:30 p.m.; increased flexible may be considered after the probation period.
- Some travel to other airports will be required to meet airport compliance needs as needed.



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*The Loomex Group provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, colour, religion, age, sex, national origin, disability status, genetics, sexual orientation, gender identity or expression, or any other characteristic protected by federal, provincial, or local laws.*



# What you'll bring to the table

- Two – three years of experience in aviation, a combination of business and aviation, or equivalent education in aviation management or airport compliance.
- Proficiency with Microsoft Office, particularly Microsoft WORD, Excel, and PowerPoint software
- A highly organized, systematic, and analytical work style
- Excellent customer service and communication skills (verbal, written, and interpersonal), particularly for responding to customers and completing required airport documentation
- Desire to be a team player/collaborator who is comfortable interacting with various levels of the organization
- Self-starter with a strong work ethic and desire to learn
- Valid G driver's license and a clean driver's abstract
- Valid level 2 criminal record check
- Experienced managing social media



## Qualifications considered an asset:

- Bilingualism in English and French
- Current CPR and first aid training
- Knowledge of municipal policies and processes
- Experienced facilitating and hosting community engagements

**Those with qualifying Airport Compliance experience will be considered first. We are willing to offer communications training for candidates with airport experience.**

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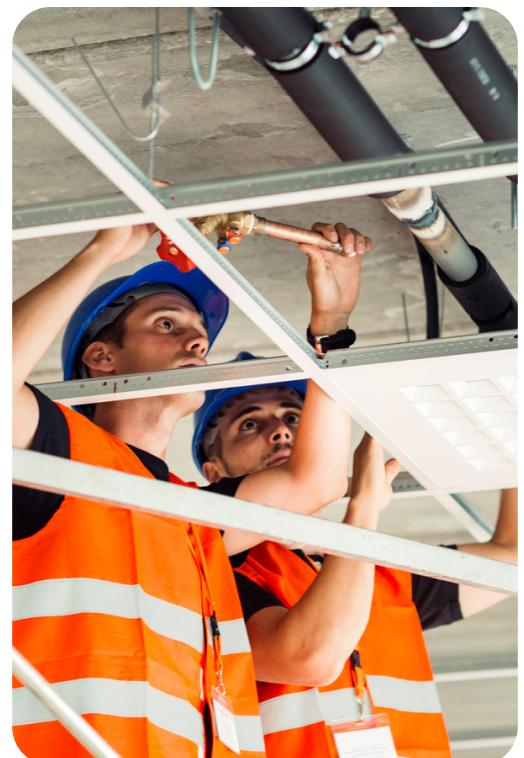


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