



Director of Government Affairs (Start: Feb. 2017)

The Director reports to the President & CEO.

Direct reports: none.

Work place: Ottawa, Ontario.

COPA's mission:

"Advance, promote and preserve the Canadian freedom to fly"

General responsibilities:

Making sure COPA advocacy initiatives are aligned with and in accordance with its strategic priorities:

- Giving Compelling Membership Value
- Promoting General Aviation
- Developing and Maintaining Collaborative Government Relations

Specific responsibilities:

Membership Value

- Responsible for seeking information, gathering and analysing pertinent data related to general aviation (GA) that may affect or impact our members
- Responsible for anticipating and documenting issues, challenges and opportunities affecting GA and our membership
- Propose and conduct pertinent studies in line with findings
- Stay abreast of regulatory trends and actions
- Responsible for the development and production of products and services created for members
- Provide assistance to members who have regulatory, technical or other inquiries

Promoting General Aviation

- Develop strategies for the promotion of GA, in line with our mission statement and strategic plan
- Assist the president in the development and management of marketing plans to increase membership
- Provide articles for COPA Flight magazine, COPA eFlight newsletter and COPA website
- As needed, represent COPA on certain government and industry committees and at conferences and trade shows



Developing and Maintaining Relationships

- Seek and maintain relationships between various entities and industries that may be beneficial to COPA, GA or our members
- Responsible in establishing and maintaining an efficient communication plan and protocol
- Responsible in maintaining a list of key players of the industry and the regulatory bodies
- Responsible for the analysis of relevant regulatory proposals and studies and in formulating a response

Administrative

- Occasionally serve as backup to President and CEO
- Assist with budgeting, as required
- Serve as backup signatory on checks
- Attend meetings of the board, committees and planning sessions as required
- Backup staff when required



Qualifications

Core skills and competencies

- Pertinent Bachelor degree or equivalent
- Excellent communicator, written and oral
- Pro-active
- Helpful & diligent
- Detail and quality oriented
- Be literate in aviation technology
- Able to quickly synthesise ideas and concepts
- Fast learner
- Demonstrates excellent use of emotional intelligence
- Customer oriented, shows empathy
- Team player
- Adept in keeping ahead of the game and predicting trends

Desired skills and competencies

Pilot, AME or Aircraft Instructor (hands-on knowledge, an asset)

Bilingual (English and French), oral and written

Experience

Core (required)

- Experience in writing and presenting concise ideas in briefs
- At ease with legal jargon
- Knowledge of the Canadian Aviation Regulations (CARs) and Aviation Navigation Services (ANS)
- Have experience with and knowledge of the challenges facing GA in Canada

Desirable

- Experience in debating or presenting concepts and ideas,
- Experience with how government works at the regulatory and political levels
- Experience with domestic and foreign regulatory structures and regulations affecting aviation
- Rent, own or have owned an aircraft

Contact:

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President and CEO

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