



Director of Operations

The Director reports to the President & CEO.

Direct reports: none.

Work place: Ottawa, Ontario.

COPA's mission:

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

General responsibilities:

Ensuring COPA operations align with its mission and in accordance with its strategic priorities:

- Delivering compelling membership value
- Promoting general aviation (GA)
- Developing and maintaining collaborative government and stakeholder relations

Specific responsibilities:

Membership Value

- Provide assistance to members who have technical, regulatory or other inquiries
- Assist in the creation and development of new products and services created for members
- Assist in developing, updating, and maintaining COPA reference material
- COPA representative for GA Safety and Working Groups, alongside Transport Canada (TC)

Promoting General Aviation

- Assist in the development and management of innovative ways to promote GA
- Provide original content for COPA Flight magazine, eFlight newsletter and other communication channels
- As needed, represent COPA on certain government and industry committees and at conferences and trade shows

Advance, promote and preserve the Canadian freedom to fly.

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Developing and Maintaining Relationships

- Maintain lists and contacts from various fields, key industry stakeholders and regulatory bodies in order to assist COPA
- As key operational and technical contact for regulatory requirements and questions, must maintain appropriate relationships with key contacts
- Work with other sister-associations for common interests and similar goals
- In collaboration with other managers, analyse relevant regulatory proposals and studies and develop response strategies

Administrative

- Serve as backup to President and other managers, as required
- Assist with budgeting
- Attend meetings of the board, committees and planning sessions as required

Qualifications

Core skills and competencies

- Bachelor's degree or equivalent
- Pilot's license with relevant industry experience
- Experience with a non-profit organization
- Excellent communication skills, oral and written, in both official languages.
- Detail, quality and results-oriented
- Demonstrates a good use of emotional intelligence
- Dedicated to providing exceptional customer service to members
- Team player

Experience

Required

- Knowledge of the Canadian Aviation Regulations (CARs) and Aviation Navigation Services (ANS)
- Have experience with and knowledge of the challenges and opportunities for GA in Canada
- Experience with and connections to the Canadian aviation community

Desirable

- Experience navigating regulatory policy development at all levels of government
- Experience with organizations and associations affecting or supporting aviation
- Rent, own or have owned an aircraft