



JOIN OUR TEAM REJOIGNEZ NOTRE ÉQUIPE



The Toronto Port Authority owns and operates:
L'Administration portuaire de Toronto possède et exploite:

AÉROPORT DE TORONTO
BILLY BISHOP
TORONTO CITY AIRPORT

PORT OF TORONTO

OUTER HARBOUR
MARINA
DE L'AVANT-PORT

The Toronto Port Authority operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

The Toronto Port Authority has the following contract (18-months), full-time opportunity awaiting you:

COORDINATOR, AIRPORT COMPREHENSIVE PLAN

The Airport Comprehensive Plan Coordinator supports the planning, coordination, and implementation of the Airport Comprehensive Plan, ensuring projects remain organized, aligned, and on track. Working closely with project leaders, consultants, and cross-functional teams, the Coordinator manages stakeholder and public engagement activities, tracks project milestones, maintains documentation, and supports the preparation of briefing materials for senior leadership and the Board. The role also oversees meeting logistics, records key decisions and action items, and coordinates follow-up activities to advance multiple workstreams and project objectives.

RESPONSIBILITIES:

General activities and functions include, but are not limited to:

- Coordinated the planning, implementation, and delivery of Airport Comprehensive Plan initiatives, ensuring project schedules, milestones, deliverables, and priorities remained on track.
- Managed project governance tools, including action logs, risk and issue trackers, stakeholder databases, budget trackers, and document repositories to maintain accurate and audit-ready records.

- Facilitated collaboration among internal teams, consultants, government agencies, Indigenous communities, stakeholders, and the public to support project objectives and alignment.
- Coordinated stakeholder, public, and Indigenous engagement activities, including event logistics, communications, materials preparation, feedback collection, and follow-up actions.
- Monitored project progress, dependencies, risks, approvals, and deliverables, proactively identifying issues and escalating concerns to project leadership as required.
- Prepared executive briefing notes, status reports, presentations, dashboards, and Board materials to support decision-making, governance, and leadership reporting.
- Organized and supported meetings, workshops, site visits, technical sessions, and engagement events, ensuring seamless logistics, documentation, and stakeholder participation.
- Recorded key decisions, meeting outcomes, and action items while driving accountability through regular follow-up with internal and external partners.
- Supported project budgeting, expenditure tracking, forecasting, consultant procurement, invoice review, and financial reporting to ensure effective resource management and fiscal accountability.
- Maintained compliance with regulatory, environmental, permitting, records management, privacy, health and safety, and organizational policies while fostering strong stakeholder relationships and continuous process improvement.

Note: This position description is intended to describe the general level and nature of the position and is not an exhaustive list of all tasks assigned in the performance of the position.

SKILLS AND QUALIFICATIONS:

- Post-secondary education in public administration, public policy, planning, project management, business, engineering, environmental studies, transportation, or a related discipline, or an equivalent combination of education and experience.
- Minimum 3 years of experience supporting project coordination, planning, infrastructure, transportation, engineering, operational, or administrative initiatives.
- Proven ability to coordinate complex, multi-stakeholder projects with competing priorities, multiple workstreams, deadlines, deliverables, and reporting requirements.
- Strong experience managing project schedules, action and decision logs, risk and issue trackers, budgets, meeting records, and project documentation.
- Skilled in preparing professional reports, briefing notes, presentations, correspondence, dashboards, spreadsheets, and executive-level materials.
- Demonstrated ability to support stakeholder engagement activities and collaborate effectively with government agencies, consultants, community groups, Indigenous communities, and public stakeholders.
- Experience supporting procurement processes, consultant management, contract administration, invoice review, budget monitoring, expenditure tracking, and variance reporting.
- Working knowledge of municipal, provincial, and federal planning, regulatory, environmental, and public policy frameworks, particularly within infrastructure or transportation-related environments.
- Strong analytical, financial, organizational, and strategic thinking skills, with exceptional attention to detail, accuracy, and problem-solving capabilities.

- Experience within airport, transportation, infrastructure, municipal, public-sector, engineering, or other regulated environments is highly desirable; bilingual French language skills are considered an asset.
- Bilingual in French is an asset.

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to:
careers@torontoportauthority.com

By submitting a resume and/or job application materials, you consent to the Toronto Port Authority collecting, using, and disclosing your personal information for the purposes of present or future job opportunities, in accordance with our Privacy Policy.

Licenses and other documentation may be requested from candidates moving on to an interview.

In the subject line, please quote: **COORDINATOR, AIRPORT COMPREHENSIVE PLAN**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted. The Toronto Port Authority is an equal opportunity employer.

To learn more about the Toronto Port Authority and the exciting work we are doing to be a city-builder and transform Toronto's waterfront go to www.TorontoPortAuthority.com