



EBTC Members are the Transportation Agencies of the U.S. States of Michigan, New York, Vermont and Maine and the Canadian Provinces of Ontario, Quebec, New Brunswick, Nova Scotia, and Newfoundland & Labrador  
(Honorary members are the Southeast Michigan Council of Governments, the Greater Buffalo-Niagara Regional Transportation Council, and the Regional Municipality of Niagara)

**EXECUTIVE DIRECTOR**  
**EASTERN BORDER TRANSPORTATION COALITION**

**GENERAL POSITION DESCRIPTION**

The Executive Director will oversee the day-to-day operations of the organization with guidance from the Board of Directors (member Provinces and States representatives), in accordance with the By-Laws of the organization and its Mission, Vision, and Strategic Plan. The Executive Director will be the primary point of contact for EBTC, representing its Board of Directors, and is responsible for managing the affairs of EBTC, including the duties as enumerated below, and reporting to the Board in such fashion as the Board may require.

**This should be considered to be a half-time position.**

The Executive Director reports to the Board of Directors, with any day-to-day guidance coming from the Co-Chairs. A summary of the key aspects of the position follows.

**Administration**

- Coordinate arrangements and preparations for all meetings, including teleconferences;
- Prepare/present status reports or updates on activities to the Board of Directors, including studies, projects, travel to meetings, conferences or events, status of EBTC's work plan efforts or related activities on monthly/quarterly/annual basis;
- Maintain the EBTC database of contacts with businesses, industry trade associations, educational institutions, economic research groups and government agencies and cooperate with such organizations to encourage or facilitate improved transportation to and across the Canada-US border; and
- Regularly maintain and refresh the website, such as purging old articles or outdated reports and maintaining current contact information for the mailing list.

**Program management**

- Assist in the development and management of an approved EBTC work program for the upcoming year; management and tracking of the individual tasks and ensuring the

- progress of any working committees established for specific tasks;
- Support and assure the development of the annual workshop. Undertake outreach and coordination related to the Annual meeting (e.g., notifying the mailing list of meeting dates, updating the website, etc.) and obtain/invite speakers, as needed;
  - Assist with the planning and logistics for other meetings, as needed;
  - Oversee, support and coordinate EBTC sponsored studies, which could include consultant contracts;
  - Prepare the EBTC Annual Report.

### **External relations**

- Represent EBTC at meetings and functions of regional, national and international trade organizations and committees concerning transportation or trade matters, as requested and approved by the Board of Directors;
- Maintain relationships with affiliated organizations, businesses and government entities, including maintaining and building the EBTC contact database and mailing list to enhance EBTC's interaction with other border related groups and organizations and legislative bodies;
- Active outreach to others regarding the organization and its activities;
- Post regular, periodic updates from newspapers, journals and other relevant sources on the EBTC website to keep members informed of critical and relevant issues affecting cross-border trade and traffic; and
- Build strong relationships with affiliated organizations in the private and public sectors.

### **MINIMUM QUALIFICATIONS:**

- Degree in Transportation Planning or Policy, Business Administration, or related discipline, or equivalent experience;
- Knowledge of the transportation industry and border-related issues;
- Three to five years of managerial experience, including oversight and negotiation of consultant contracts, at a senior or mid-management level;
- Excellent communication skills, both written and oral (candidates may be asked to submit a representative writing sample);
- Proficiency in Microsoft Office and website management and the use of various computer software packages and the ability to maintain a database;
- Ability to travel freely between US and Canada without any restrictions (i.e. valid documentation in place; passport, Enhanced Drivers License);
- A moderate level of travel should be anticipated. The candidate will be expected to

attend the EBTC Workshop/annual meeting (usually held in September each year), the spring and fall conferences of the Transportation Border Working Group and 2-3 border conferences/workshops hosted by other border advocacy groups or government agencies. Additional travel may be requested.

**PREFERRED QUALIFICATIONS:**

- Familiarity with US/Canada Federal laws and policies related to border issues;
- Familiarity with trans-border economy and business community needs and/or impacts;
- Three to five years of experience in transportation policy or planning, preferably including multimodal transportation policies and international passenger and freight transport issues;
- Experience in association leadership and management;
- Experience and ease in dealing with senior government officials and organizations;
- An ability to understand and communicate in French is desirable, though not required.

Interested candidates should send a résumé and a letter of interest to the attention of Dave Henry and Sara Moore, at [ebtc@ebtc.info](mailto:ebtc@ebtc.info) by December 19, 2014.

We thank you for your interest.