



1000 – 1130 West Pender Street
Vancouver, BC V6E 4A4
Tel: 604-666-6771
Fax: 604-666-1647
Email: info@ppa.gc.ca

Pilot Training & Licensing Coordinator

About Us

The **Pacific Pilotage Authority (PPA)** is a federal Crown Corporation based in downtown Vancouver, providing safe and reliable marine pilotage services across the coastal waters of British Columbia, including the Fraser River. We play a vital role in Canada's economy by ensuring the safe movement of ships through some of the most challenging waterways in the world. For more information about PPA, please visit <https://www.ppa.gc.ca/welcome>

As a progressive, nimble, and collaborative organization, we operate coastwide dispatch and launch stations in Vancouver, Victoria, Steveston, and Prince Rupert. We are proud to offer:

- A mission driven work environment where your contributions have a real and visible impact
- A diverse and talented team of approximately 120 professionals
- The opportunity to join one of BC's top employers
- Competitive compensation and benefits, including a defined benefit pension plan
- Benefits to enhance work life balance and wellness, including personal days, a compressed work week, hybrid schedule, and a health and wellness allowance
- The opportunity for development and growth for the right candidate interested in corporate governance

About the Role

Reporting directly to the Chief Operating Officer, the Pilot Training & Licensing Coordinator plays a central role in supporting a world class pilot training program. This role works closely with the operations leadership team and the Pilot Training and Examination Committee (PTEC).

In this role, you'll be at the heart of PPA's training, licensing, and safety programs supporting senior operational leaders. This role is ideal for someone who is highly organized, proactive, and thrives in a purpose driven environment where no two days are the same.

The position's administrative duties outside of pilot training and licensing are currently under review and may be adjusted. For the right candidate with an interest in corporate governance, there may be the development opportunity to take on Corporate Secretary duties.



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Job Responsibilities

Pilot training and licensing (65%)

- Coordinates PTEC committee meetings, prepares minutes and performs required follow-up (approximately 8 per year)
- Coordinates apprentice pilot intake and training, including travel arrangements (coast and Fraser River)
- Coordinates training for licensed Fraser River pilots
- Liaises with regulatory authorities
- Coordinates and prepares materials for pilot exams
- Coordinates applications for pilot licenses through Transport Canada, including liaising with TC on continuing licensing requirements
- Maintains pilot training and assessment records
- Prepares sea time letters for pilots
- Manages pilot credit cards
- Manages apprentice trip record files
- Manages jury duty exemptions
- Provides administrative support to PTEC chair

Executive assistance (15%)

- Executive assistance to Chief Operating Officer (COO) and Chief Technical Officer (CTO), including booking travel and calendar management
- Provides administrative support to COO and CTO including correspondence, filing, and other various tasks on an as needed basis
- Coordinates operational meetings as needed, including Quality Management Safety (QMS), including coordinating scheduling, minutes, and documentation

Office management / Safety Coordination (10%)

- Liaises with PPA management, staff and the building manager to ensure the efficient operation and maintenance of the office



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- Coordinates and maintains emergency supplies for the office
- Maintains safety supplies and equipment across multiple locations (i.e. first aid kits, fire extinguishers, AEDs, CO detectors)
- Coordinates contract cleaning companies
- Coordinates office security measures including building access cards, panic buttons, doorbell, and emergency phone contact lists

Additional responsibilities (10%)

- Coordinates responses to Access to Information requests within the ATIP Online Management Tool
- Acts as back-up and relief for the Executive Assistant and Operations Coordinator, including processing of waivers and parliamentary questions
- Organizes special events (holiday lunch)
- Ad hoc support to the operations team for special projects
- Other duties as assigned

Primary Qualifications

- 3-5 years' experience in an administrative or operational support function preferred
- Maritime industry experience or knowledge is an asset
- Diploma in business administration, legal administration, nautical studies, or a related field preferred
- Exceptional organizational and time management skills, with the ability to manage multiple priorities
- Strong written and verbal communication skills, with a professional and approachable demeanor
- A proactive, solutions-oriented mindset and the ability to work independently
- Ability to build relationships and work effectively with internal and external stakeholders at all levels
- High proficiency with Microsoft Office Suite and other technology
- Understanding of regulatory language

Additional Qualifications

- Experience with governance or working with board of directors is an asset
- Fluency in written and verbal French is a significant asset



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Compensation and Benefits

- 69,764 - 105,029*
- Starts at 4 weeks vacation
- Employer paid medical and dental benefits
- Defined benefit Federal Public Service Pension Plan
- PPA offers a comprehensive benefits package including employer paid medical and dental, transit allowance, fitness membership benefit, and a health and wellness allowance

**Candidates placed above mid point in the salary range will have significant demonstrated experience*

Accommodation

Pacific Pilotage Authority is committed to removing barriers to employment. If you require accommodations throughout the recruitment and hiring process, please let us know. All information received in relation to accommodation will be kept confidential.

Employment Equity

Pacific Pilotage Authority is committed to building a diverse workforce and inclusive work environment. We are committed to employment equity and strongly encourage applications from the four designated equity seeking groups (women, Indigenous Peoples, persons with disabilities, and visible minorities).

How to Apply

Please forward a cover letter and resume to hr@ppa.gc.ca by end of day **February 24, 2026**