Position Title: Business Continuity and Resilience Analyst, Co-Op
Department: Safety & Environment
Location: 5160 Yonge St, Toronto, ON or 780 Kipling Ave Etobicoke, ON
Work Mode: Hybrid – 2 or 3 days in office
Salary Scale: $25.61 to $31.98 per hour
No. of Students Required: 1
Term: 4 months, Summer 2026 term (May 2026 to August 2026)
Last Day to Apply: January 26, 2026

The Toronto Transit Commission (TTC), North America's third largest transit system and recognized as one of the top places to work in the GTA has introduced its new 2024-2028 TTC Corporate Plan - Moving Toronto, Connecting Communities which continues the TTC's legacy of delivering service to hundreds of millions of customers a year. The TTC's new vision and mission statements also help promote the many environmental, social equity and economic benefits that the TTC provides:

Vision: Moving Toronto towards a more equitable, sustainable, and prosperous future.

Mission: To serve the needs of transit riders by providing a safe, reliable, efficient, and accessible mass public transit service through a seamless integrated network to create access to opportunity for everyone.

At the TTC, our Early Talent programs provide students with the opportunity to work alongside experts on exciting projects, gain an understanding on the transit industry, develop in-demand skills and experiences and get an early start to your career. This is your chance to make a meaningful impact on Toronto's transit!

The full Plan can be viewed on ttc.ca.

Please note: We are pleased to announce now that our co-op roles are now open to all students! You do not need to be enrolled in a co-op program to apply. Eligibility requirements include being eligible to work in Canada & enrollment at an accredited Canadian post-secondary institution

General Accountability

The Toronto Transit Commission's, Safety & Environment Department has an exciting opportunity for a student with the desire to apply their skills and knowledge and gain experience in the areas of Business Continuity & Resilience/ Emergency Management. Working with the Safety & Environment team you will be supporting the CEO's Office by performing a variety of duties related to the implementation of the TTC's Business Continuity and Resilience Program.

Job Responsibilities

- Assist with the development and updating of new and existing business continuity policies, plans, and related documents;

- Provide support in the development and facilitation of business continuity and/or emergency exercises
- Work and collaborate with internal and external stakeholders;
- Conduct research to support the development of new business continuity and resilience initiatives;
- Provide support to the development and facilitation of business continuity exercises; and
- Assist team members with various projects and initiatives.

Skills

- Strong knowledge of business continuity, emergency management, risk management theories and principles, related legislation and best practices;
- Proven ability to participate in and design comprehensive emergency exercises;
- Demonstrated expertise in developing realistic scenarios and evaluating exercise outcomes to enhance organizational preparedness and response capabilities;
- Good verbal and written communication and interpersonal skills, ability to prepare a variety of documents (reports, presentation, meeting minutes) and work collaboratively within a multi-disciplinary team;
- Strong analytical, problem solving, and organizational skills for gathering, assessing and summarizing information based on the needs of target audience;
- Good problem solving skills;
- Ability to demonstrate initiative, a positive attitude, and ability to work independently as required;
- Proficient in the use of a personal computer and applications relevant to the work (e.g. MS Office, Word, Power Point, Excel, Power BI etc.);

Education and Experience

- Masters or Senior Level Student (3rd or 4th year) enrolled in Emergency Management, Public Safety, Business Continuity, Cybersecurity, Incident response and Planning or similar programs

Additional Requirements

- Please include a cover letter and copy of your unofficial transcript with your application
- Students will be required to complete a criminal background check during the onboarding stage, satisfactory results will be required.

PLEASE NOTE: Transportation will be provided via a TTC Employee Pass.

selection process, including for those who identify as having a disability. Please contact Talent Management at (416) 393-4570 or jobs@ttc.ca. Any information received related to an accommodation will be addressed confidentially.

The TTC is also committed to a fair hiring process based on job related qualifications, merit, and abilities. You are expected to write your own materials and provide your own qualifications and experiences during the hiring process. The TTC will not tolerate the use of artificial intelligence or external resources in any of your submissions or responses, or the disclosure of interview questions to others. By submitting your application, you acknowledge and agree to the following:

- The use of any artificial intelligence (AI) tool including, but not limited to, ChatGPT and Microsoft Copilot, to generate or produce any information or materials to be submitted or any response to any assessment question or any interview question, is prohibited.

- All information and materials you submit, including resume, cover letter, and assessment responses, are your own original work without the use of any AI tool

- During any interview, your response to any interview question is your own without the use or assistance of any AI tool or any person.

- You will not disseminate or disclose to any person any interview question.

Should you breach the prohibition of AI tool use, or information dissemination or disclosure, you will be in violation of TTC's hiring process and TTC may withdraw your application and may prohibit you from participation in the TTC hiring process.

The TTC's policy prohibits relatives of current TTC employees from being hired, assigned, transferred or promoted into positions, where there is a conflict of interest due to a relationship. Should you be selected for an interview, you will be required to disclose the name, relationship and position of any relative who is a current TTC employee.