



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 days in office

Salary Scale: \$24.57 to \$30.68 per hour

No. of Students Required: 1

Term: Fall 2025 Term, 4 months (September 2025 to December 2025)

Last Day to Apply: June 23, 2025

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.

The TTC is committed to upholding the values of equity, diversity, anti-racism and inclusion in the delivery of its services and in its workplaces. The TTC is committed to fostering a diverse workforce that is representative of the communities it serves at all levels of the organization and supports an inclusive environment where diverse employee and community perspectives and experiences bring value to the organization. The TTC encourages applications from all applicants, including members of groups with historical and/or current barriers to equity, including but not limited to, Indigenous, Black and racialized groups, people with disabilities, women and people from the LGBTQ(IA+) community. The TTC values and supports an inclusive and barrier-free recruitment and selection process. Accommodations for applicants are available upon request throughout the recruitment and selection process,



Early Talent

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

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.

We thank all applicants for their interest but advise only those selected for an interview will be contacted.