



**cmeec**

Council of  
Ministers  
of Education,  
Canada

Conseil des  
ministres  
de l'Éducation  
(Canada)

**THE COUNCIL OF MINISTERS OF EDUCATION, CANADA (CMEC)**, is an intergovernmental agency providing leadership in policy development, program administration, and research at the pan-Canadian and international levels. Located in the heart of Toronto (steps from the St. Clair subway), CMEC is seeking a:

### **BILINGUAL ADMINISTRATIVE OFFICER, COMMUNICATIONS**

**Full-time**

**Current annual salary range: \$49,179 – \$66,689**

#### **Position summary:**

The **Administrative Officer, Communications**, coordinates all aspects of the translation and copyediting process at a fast-paced intergovernmental agency that supports the education ministries of all 13 Canadian provinces and territories. Main tasks include:

- triage of all materials submitting by staff for copy-editing and translation
- managing the workload of translators and copy editors
- negotiating with staff to determine appropriate deadlines
- reviewing materials to ensure they are complete and ready for copy-editing and/or translation
- tracking translation and/or copy-editing requests sent out to freelancers and ensuring appropriate payment of invoices
- maintaining the CMEC Translation Database and assisting staff with its use

Depending on the candidate's qualifications, he or she may also be asked to carry out tasks related to the public communications profile of CMEC.

#### **Key Qualifications**

**All candidates must pass a French and English competency test. Only candidates who are proficient in both official languages will be considered.** The successful candidate will possess the ability to be flexible and adaptable. Experience and skills in the following areas are required:

- fluency in English and French, both written and spoken
- superior task-management and multi-tasking skills
- excellent organizational skills
- excellent computer skills with various software packages such as Microsoft Office
- ability to work independently and in a team
- excellent communication and interpersonal skills

- ability to plan, prioritize work, and meet tight deadlines
- five years' experience in administrative or document-management role
- ability to deal with a variety of external stakeholders (government experience would be preferable)
- experience using and updating databases
- French or English copy-editing experience would be an asset.

Please send an electronic version of your cover letter and résumé to the Council of Ministers of Education, Canada (CMEC), to the attention of Human Resources at [hr@cmecc.ca](mailto:hr@cmecc.ca), **by 4:00 p.m. EDT, March 24, 2017**. For more information, visit us at [www.cmecc.ca](http://www.cmecc.ca).

CMEC welcomes applications from persons with disabilities. Accommodations are available upon request for candidates taking part in the selection process.

CMEC thanks all candidates for their interest in this position. Only those who are selected for an interview will be contacted. Candidates must be legally entitled to work in Canada.

**CMEC is an equal-opportunity employer.**