



cmecc

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 ANALYST, INTERNATIONAL (EDUCANADA BRAND)

Full-time, permanent position

Current annual salary range: \$62,634–\$87,554, depending on experience and qualifications

The **Bilingual Analyst, International**, works on the management of the international education brand, in collaboration with Global Affairs Canada (GAC). In particular, the Analyst is responsible for the administration of the EduCanada brand and for ensuring it is allocated to eligible educational institutions and nongovernmental organizations (NGOs) across the country.

The successful candidate will provide and monitor monthly brand-training webinars; manage databases, e-platforms, and contractual licensing agreements; and provide support to relevant committee meetings. The Analyst will also consult with federal-provincial/territorial interested parties about the international education brand policies and will provide recommended options for discussions by the federal-provincial/territorial committee members. The analyst will also be responsible for the Asia-Pacific Economic Cooperation (APEC) and the Organization of American States (OAS) files, as well as for preparing briefing materials for meetings and webinars of other organizations, including UNESCO, as required.

Key qualifications

- Superior command of French and English, both written and spoken
- University degree, with specialization in the social sciences, political science, or related field, or equivalent work experience
- At least two years of experience (typically gained through work at related organizations or government institutions) with large-scale reports and/or other publications dealing with social, economic, or education policy
- Strong writing skills in both French and English to prepare a variety of complex documents such as reports, communications materials, and briefings
- Exceptionally detail-oriented, with strong organizational skills and the ability to meet critical deadlines

- Strong analytical abilities to research a variety of source information and prepare succinct summaries and written materials
- Demonstrated experience managing competing priorities
- Knowledge of Canada's education systems, international relations, and current affairs
- Strong interpersonal skills to develop and maintain networks of senior government officials and build and maintain positive working relationships with interested parties
- Knowledge of, and sensitivity to, federal and provincial/territorial intergovernmental relations
- Strong diplomatic acumen and judgement
- Ability to work independently and collaboratively within a team

The position offers a competitive salary, as well as a full benefits package, including:

- competitive vacation allotment
- twelve (12) statutory holidays
- ten (10) sick days
- five (5) personal days
- personal wellness and professional development account (\$600)
- contribution towards employee's own retirement savings plan
- health benefits
- flexible work schedule, with the opportunity for remote work

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, by **4:00 p.m. EST, February 17, 2023**. For more information, visit us at www.cmecc.ca.

CMEC is committed to fostering an inclusive, diverse, and accessible environment, where all employees, business partners, and clients feel valued, respected, and supported. If you require accommodation during the recruitment and selection process, please let our Human Resources team know.

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.