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Council of
Ministers
of Education,
Canada

Conseil des
ministres
de l'Éducation
(Canada)

THE COUNCIL OF MINISTERS OF EDUCATION, CANADA (CMEC) is an intergovernmental body 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 SPECIAL PROJECTS OFFICER, OFFICIAL LANGUAGES

Full-time position

Current annual salary range: \$69,496–\$99,600, depending on experience and qualifications

Work arrangement can be remote, in-person, or hybrid

In joining CMEC, you will be part of a dynamic, intellectually stimulating, and collegial environment, in an organization that is focused on enhancing the quality of education for all Canadians.

The **Bilingual Special Projects Officer** will support Canada's involvement in multiple pan-Canadian education projects and initiatives coordinated in the CMEC Secretariat's Official Languages unit, including the Official Languages Programs (OLP-PLO), also known as Explore, Destination Clic, and Odyssey. This role will appeal to individuals with strong project-management, analytical, and writing skills, who have prior experience delivering complex and fast-paced projects for a range of stakeholders. The successful candidate will also have experience developing project plans, funding proposals, and strategic initiatives, which align with government priorities. The Special Projects Officer will have the intellectual curiosity and rigour to monitor and investigate ongoing developments in education systems in Canada and abroad, and to ensure that the pan-Canadian official languages programs are relevant and impactful.

This position will report to the Coordinator, Official Languages, who is a member of the organization's management team. It is affiliated with the Canadian Office and Professional Employees Union (COPE) Local 343.

Key responsibilities

- Lead the development and implementation of special projects (for example, a study of the structure and pedagogical methods of the Explore program, the implementation of recommendations to modernize the OLP-PLO from a previous study, and a review of the OLP-PLO database with the IT officer).
- Establish strategic relationships with provinces/territories and external partners
- Plan and develop different materials for the projects such as work plans, RFP, and reports to reach deliverables within the budget

- Coordinate the work of working groups and committees
- Contribute to the success of events organized by the unit such as the Explore directors conferences, the Odyssey Pan-Canadian Training Session, and others
- Collect, analyze, and present data to different partners
- Contribute to the reporting process on these initiatives to the federal government
- Work with the Communication Specialist to align initiatives with the OLP-PLO promotion strategy
- Contribute to the development and implementation of the OLP-PLO promotion strategy with the marketing firm
- Assist with any other tasks related to Official Languages unit projects, as required.

Key qualifications

- Superior skills in French and English, both oral and written.
- University degree in a relevant field (education, government relations, business administration)
- Strong project-management skills, combined with a keen interest in developing a breadth and depth of knowledge in education and official languages programming
- Ability to analyze recent educational research and policies for the purpose of shaping new language-focussed programs and initiatives
- Strong report writing and proposal-development skills
- Knowledge of government relations, structures, and policy, and/or experience in the education or public-policy domains
- Exceptionally detail oriented, with strong organizational skills and the ability to meet critical deadlines
- Highly collaborative, with strong interpersonal and networking skills to develop key contacts across Canada (needed to acquire and share information)

The position offers a full benefits package, including:

- Competitive vacation allotment
- Ten (10) paid sick days
- Five (5) paid personal days
- Personal wellness and professional development account (up to \$600 annually)
- Contribution equal to 10% of the employee's annual salary in lieu of a group pension plan
- Health benefits
- Flexible work schedule with the opportunity for hybrid work

Please send an electronic version of your cover letter and résumé to the Council of Ministers of Education, Canada (CMEC) **by 4:00 p.m. EST, December 20, 2023**. For more information, visit us at www.cmec.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.