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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 organization 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:

COORDINATOR, INDIGENOUS EDUCATION

Full-time, permanent

Current annual salary range: \$100,391–\$114,740, 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 **Coordinator, Indigenous Education**, is a member of CMEC's leadership team and reports to the Director, Policy. The Coordinator brings their strategic expertise to CMEC's work on Indigenous education across all levels of education, from early learning to elementary, secondary, and postsecondary education as well as adult learning. In addition, the Coordinator collaborates with other coordinators, directors, and the executive director to ensure the achievement of other CMEC and corporate priorities and to identify and mitigate risk.

The Coordinator is responsible for managing a team in its achievement of timely deliverables related to projects and initiatives to advance CMEC's strategic and Indigenous education plans. The Coordinator is involved in developing budgets for projects and initiatives, securing external vendors when required and overseeing their work, as well as approving expenses within their level of spending authority.

The Coordinator works directly with senior government officials at the international and pan-Canadian levels through committees, international organizations such as OECD and UNESCO, ministries and departments of provincial and territorial governments, as well as departments and agencies of the federal government, and other relevant partners.

The Coordinator works in partnership with First Nations, Métis, and Inuit organizations and institutions to advance the objectives of Indigenous education. They collaboratively develop and implement strategies for improved student outcomes and promote broader understanding of First Nations, Métis, and Inuit cultures, contributions, and histories.

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

Key qualifications

- Graduate degree (master's or PhD) in education, or equivalent work experience.
- A strong background in education is required, which includes teaching and/or administration experience in on- or off-reserve educational environments
- Demonstrated leadership and at least four years of experience in a management position (or equivalent), managing projects and employees, providing ongoing feedback and coaching to colleagues and teams (preferably in a unionized environment), and leading work through partners who are outside the Coordinator's direct supervision
- At least three years of experience (typically gained through work at related organizations, institutions, or government departments) with research, large-scale reports, and/or other publications dealing with social, economic, or education policy
- Lived experience as an Indigenous person. We recognize the unique lived and/or work experience and contributions such individuals can make to our organization

Knowledge, skills, and competencies

The ideal candidate will possess:

- An understanding of the history of and current issues affecting Indigenous Peoples in Canada, including knowledge of the Truth and Reconciliation Commission Calls to Action and the United Nations Declaration on Rights of Indigenous Peoples (UNDRIP)
- An understanding and familiarity with provincial and territorial education systems, and their respective work/positions on Indigenous education, in Canada and internationally
- Highly developed interpersonal, collaborative, networking, and negotiating skills and political acumen to work with a broad spectrum of government officials, international organizations, including Indigenous partners
- The ability to delegate tasks, as well as to coach and develop others, especially those who may not possess a significant awareness of the history or issues important to Indigenous people and/or key partners
- Superior written and oral communication and interpersonal skills, coupled with the ability to communicate with a broad range of key contributors as well as collaborators across all levels of the organization and government
- Demonstrated capacity to work efficiently and collaboratively in a structured environment
- Highly developed decision-making and problem-solving abilities
- Highly developed research, policy-analysis, and writing skills
- Exceptionally detail-oriented, with strong organizational skills and the ability to provide project deliverables on time and on budget
- The ability to exercise discretion and tact in highly confidential and politically sensitive situations

Preference will be given to candidates with one or more of the following:

- Bilingualism in English and French
- Command of an Indigenous language

To apply

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, **by 4:00 p.m. EDT, April 12, 2024**. 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.