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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 COORDINATOR, International Engagement and Education (IEE)

Full-time position

Current 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. You will work with government officials, international partners, and colleagues from across the organization and around the country.

The **Coordinator, IEE** is a member of CMEC's leadership team and reports to the Director, International. The Coordinator brings their strategic expertise to CMEC and to its work with various international organizations, spanning the range of education levels from early learning to elementary and secondary education, postsecondary education, vocational training, and adult education and learning. A key function of this role is to support the CMEC representative at international ministerial and expert-level education meetings. The Coordinator also oversees CMEC's participation (e.g., questionnaires, reports) in selected education initiatives organized and carried out by multilateral international organizations.

The Coordinator contributes their expertise in international education, overseeing work of the Federal-Provincial Consultative Committee on Education-Related International Activities (FPCCERIA) and of the Provincial/Territorial Consultative Committee on Education-Related International Activities (PTCCERIA) on international students. In addition, the Coordinator ensures that the interests of CMEC are reflected in the use of EduCanada, Canada's brand for international education.

The Coordinator collaborates with other coordinators and directors in the organization to ensure the achievement of CMEC and corporate priorities and to identify and mitigate risk.

Key responsibilities

1. Provides senior-level leadership and expertise on the work of CMEC with respect to international engagement and education (including consulting with provinces and territories, developing CMEC's position on specific topics, analyzing and preparing briefing materials and speaking points, conducting briefings, supporting bilateral meetings and exchanges), with a focus on ministerial meetings. Additionally, the Coordinator prepares for and attends the meetings of two overarching OECD committees—the Education Policy

Committee (EDPC) and the Centre for Educational Research and Innovation (CERI)—which take place twice a year in various locations abroad and is responsible for supporting a CMEC representative at both.

2. Oversees the planning, resourcing, and implementation of CMEC Strategic Plan activities under their responsibility.
3. Engages in strategic thinking while ensuring effective communications with provincial and territorial partners and staff to meet the objectives of the CMEC Strategic Plan.
4. Supervises a team of two analysts to achieve annual implementation plan deliverables related to international engagement and education.
5. Contributes to the identification and mitigation of risks and to the overall leadership of the organization.
6. Works directly with senior representatives of FPCCERIA and PTCCERIA, senior officials in the provincial and territorial ministries/departments of education, international organizations such as the Organisation for Economic Co-operation and Development (OECD) and others, federal government departments, and other relevant partners to advance CMEC priorities.
7. Collaborates with members of the leadership team to ensure the efficient and effective functioning of the organization and to help create and maintain a positive work environment.

Key qualifications

- Superior command of French and English (both written and spoken)
- Graduate degree (master's or PhD) in political sciences, international relations, or equivalent work experience
- A strong background in international relations, international education, and policy analysis is required, including experience with international organizations and federal, provincial/territorial governments
- Demonstrated leadership and at least four years of experience in a management position (or equivalent) supervising employees, preferably in a unionized environment
- Experience overseeing and coordinating participation in international meetings and projects
- Demonstrated experience providing ongoing feedback and coaching to colleagues and teams, and leading work through partners who are outside the Coordinator's direct supervision
- Experience developing, monitoring, and reporting against operational and project-specific budgets
- Expert skills in communicating with a broad range of audiences
- Strong diplomatic skills and excellent political acumen and judgement
- Exceptional relationship-building skills
- Ability to delegate tasks and coach and develop others
- Advanced project-management skills
- Strong research skills, including ability to obtain critical information
- Strong understanding of education systems in Canada
- A valid passport and an ability to travel internationally for short durations a few times per year

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

- Competitive vacation allotment
- Twelve (12) paid statutory holidays
- Ten (10) paid sick days
- Five (5) paid personal days
- Personal wellness and professional development account (\$600 annually)
- Contribution equal to 10 percent of the employee's annual salary in lieu of a group pension plan
- Health benefits
- Flexible work schedule, with the opportunity for hybrid or remote 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. EDT, April 19, 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.