



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 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 ANALYST, INDIGENOUS EDUCATION

Full-time, permanent position

Current annual salary range: \$64,513–\$90,181

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

This position is a member of the Canadian Office and Professional Employees Union (COPE) Local 343.

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.

This position requires the provision of professional analytical support to assist with the successful implementation of CMEC's general and specific work pertaining to Indigenous education, in close collaboration with individual provinces and territories.

The **Analyst, Indigenous Education**, reports to and provides direct support to the Coordinator, Indigenous Education, to help carry out the ongoing responsibilities of the Indigenous Education unit and to provide support to implement the ongoing work of relevant CMEC provincial/territorial committees. Support will also be required to help maintain positive working relationships with other relevant partners, such as federal-provincial/territorial representatives, national Indigenous organizations (NIOs), and nongovernmental organizations (NGOs).

This role will appeal to individuals with strong research, writing, and analytical skills—to produce complex written reports for a range of interested parties, including ministers of education and the public—and the intellectual curiosity and rigour to monitor and investigate emerging developments in education.

Key responsibilities

- **Research, policy analysis, and drafting**
 - Gather information, data, and research evidence for the purpose of conducting comparative analysis and synthesizing and mobilizing evidence
 - Draft and coordinate substantive analytical papers, policy and practice scans, as well as strategic and dissemination documents to meet the needs of different audiences
 - Identify relevant trends and policy issues, and develop workshops and promising

- education-sector responses with respect to these trends and issues
- Keep abreast of relevant new research, data, and exploratory work being produced and disseminated by provincial/territorial governments, international organizations, non-governmental organizations, postsecondary education institutions, and the private sector
- Write several types of documents for a range of audiences, and in many different formats: research summaries, briefing notes, meeting materials, summaries of decisions, correspondence, presentations
- **Partnership building, peer learning, and event organization**
 - Contribute to identifying, recruiting, and supervising experts with relevant expertise
 - Design, organize, and deliver relevant and engaging committee meetings, peer-learning events, seminars, conferences, and workshops
 - Establish collaboration with other CMEC Secretariat units to explore the impact of trends in various sectors on education systems
 - Consult with relevant parties to obtain information about current policies, legislation, and data
 - Establish and maintain ongoing communication with relevant government officials
- **Project management**
 - Develop and implement project timelines and critical paths
 - Coordinate the logistics and organization of in-person and virtual meetings and events.

Key qualifications

- Graduate degree (education, Indigenous studies, social studies, public policy, or related fields) or equivalent combination of education and relevant work experience
- Superior communication skills in English and French, both written and spoken (candidates will be asked to write a test in their second language and provide written samples)

Knowledge, skills, and competencies

The ideal candidate will possess:

- Strong research and analytical skills, combined with a keen interest in developing breadth and depth of knowledge in education
- Knowledge of government relations, structures, and policy, and/or experience in education systems
- At least two years of experience with projects related to Indigenous education or related fields. Such experience is typically gained through work at related organizations or government institutions
- Exceptionally detail-oriented, with strong organizational skills and the ability to meet critical deadlines
- Demonstrated experience managing competing priorities
- Knowledge of the history, culture, and socioeconomic and political realities pertaining to First Nations, Inuit, and Métis in Canada
- Highly collaborative, with strong interpersonal and networking skills to develop and maintain

positive working relationships and connections with key education partners

- Ability to work independently and collaboratively within a team

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 towards employee's own retirement savings 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 p.m. EDT, September 16, 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.