



**cmeec**

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, permanent**

**Current annual salary range: \$103,403–\$118,182, 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, International Engagement and Education (IEE)** is responsible for providing strategic leadership and expertise in international education within CMEC. This role involves supporting CMEC's representation at international education meetings and managing participation in key education initiatives within multilateral international organizations. The Coordinator oversees the work of committees related to international education activities and ensures that CMEC's interests are represented in the use of the EduCanada brand. Additionally, the Coordinator collaborates with other organizational leaders to achieve CMEC's priorities and manage risks.

This position reports directly to the Director, International.

**Key responsibilities**

- Works with various international organizations, spanning the range of education levels: 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, usually a minister or deputy minister, at international education ministerial and expert-level meetings.
- Provides senior-level leadership and expertise on the work of CMEC with respect to international engagement and education (including consulting provinces and territories, developing CMEC's position, analyzing and preparing briefing materials and speaking points, conducting briefings, supporting bilateral meetings and exchanges), with a focus on ministerial meetings and two overarching OECD committees—the Education Policy Committee (EDPC) and the Centre for Educational Research and Innovation (CERI). The EDPC and CERI meetings take place twice a year, for which support is also provided to a CMEC representative.
- Oversees the planning, resourcing, and implementation of CMEC Strategic Plan activities under their responsibility.

- Coordinates CMEC's participation in selected education initiatives in multilateral international organizations (e.g., questionnaires, reports).
- Engages in strategic thinking while ensuring effective communications with provincial and territorial partners and staff to meet the objectives of the CMEC Strategic Plan.
- Supervises a team of two analysts to achieve annual implementation plan deliverables related to international engagement and education.
- Contributes to the identification and mitigation of risks and to the overall leadership of the organization.
- 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.
- Collaborates with members of the leadership team to ensure the efficient and effective functioning of the organization, to mitigate risk, and to create a positive work environment.

### **Key qualifications**

- Superior command of English and French (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 and provincial/territorial governments
- Demonstrated leadership skills and at least five (5) years of experience in a management position, 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

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 **October 3, 2024**. For more information, visit us at [www.cmec.ca](http://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.**