



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 agency 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 ADMINISTRATIVE OFFICER, LEARNING ASSESSMENT PROGRAMS

Full-time position

Current annual salary range: \$51,633 – \$70,219, depending on experience and qualifications. This position requires some in-person work at the offices of CMEC.

CMEC offers excellent benefits and the opportunity to work in a dynamic, collegial environment that promotes professional development and career advancement.

Position summary

The **Bilingual Administrative Officer, Learning Assessment Programs** supports the successful implementation of flagship projects that assess the knowledge and skills of students at the pan-Canadian and international levels, including the Pan-Canadian Assessment Program (PCAP), the Programme for International Student Assessment (PISA), the Progress in International Reading Literacy Study (PIRLS), and the Trends in International Mathematics and Science Study (TIMSS). The main tasks of the position include:

- preparing and updating test administration documents, manuals, and form templates, organizing deliveries to schools, and ensuring the consistency of documents across large-scale assessment projects
- organizing and verifying the translation and layout of test materials in collaboration with CMEC Secretariat staff and with international contractors and service providers
- overseeing the test administration helpdesk by providing ongoing support during test administration and maintaining and updating communication logs
- organizing logistics for meetings and events, including preparing meeting documents and training materials for coding sessions
- assisting with data entry and verification, including following up with schools and working with data officers for the verification of the tracking forms

Key qualifications

- minimum two to five years' experience providing administrative support and following up on multiple files (experience in government is desirable)
- excellent command of English and French, both spoken and written

- strong writing skills in both French and English to prepare a variety of messages and review a variety of documents
- excellent communication and interpersonal skills to work across multiple projects and maintain positive working relationships with team members and stakeholders (will deal with senior government and school officials)
- excellent computer skills (MS Office), including the ability to format documents, and manipulate spreadsheets and databases
- excellent multi-tasking skills and ability to work in a fast-paced environment
- demonstrated experience managing competing priorities
- general knowledge of Canada's education systems
- strong follow-up skills for project planning and processes
- excellent problem-solving skills

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

- demonstrated project-management skills and experience
- three years' experience in a fast-paced administrative role
- experience working in government relations.

The position offers 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 work

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 at hr@cmecc.ca by 4:00 p.m. EDT, August 19, 2022. For more information, visit us at www.cmecc.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.