



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 SPECIAL PROJECTS OFFICER, OFFICIAL LANGUAGES

Full-time, 6-month contract

Current annual salary range: \$69,496 - \$99,600

Search area: Within commuting distance of 95 St. Clair Avenue West, Toronto

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

Position summary:

The **Special Projects Officer** will support Canada's involvement in multiple pan-Canadian education projects and initiatives coordinated in the CMEC Secretariat's Official Languages Programs unit. This role will appeal to individuals with strong project-management, analytical, and writing skills, who have prior experience delivering complex and fast-paced projects for a range of stakeholders. The successful candidate will also have experience developing project plans, funding proposals, and strategic initiatives, which align with government priorities. The Special Projects Officer will have the intellectual curiosity and rigour to monitor and investigate ongoing developments in education systems in Canada and abroad, and to ensure that the pan-Canadian official languages programs are relevant and impactful.

Key qualifications:

- Superior skills in French and English, both oral and written (candidates may be asked to provide writing samples)
- University degree in a relevant field (education, government relations, business administration)
- Strong project-management skills, combined with a keen interest in developing a breadth and depth of knowledge in education and official languages programming
- Ability to analyze recent educational research and policies for the purpose of shaping new language-focussed programs and initiatives
- Strong report writing and proposal-development skills

- Knowledge of government relations, structures, and policy, and/or experience in the education or public-policy domains
- Exceptionally detail oriented, with strong organizational skills and the ability to meet critical deadlines
- Highly collaborative, with strong interpersonal and networking skills to develop key contacts across Canada (needed to acquire and share information)

Please send an electronic version of your cover letter and résumé to the Council of Ministers of Education, Canada to the attention of Human Resources at hr@cmecc.ca, **by 4:00 p.m. EDT, August 23, 2018**. For more information, visit us at www.cmecc.ca.

CMEC welcomes applications from persons with disabilities. Accommodations are available upon request for candidates taking part in the selection process.

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.