



**cmeC**

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 ANALYST, EDUCATION DATA AND RESEARCH (EDR)**

**Full-time**

**Current annual salary range: \$60,650 – \$82,250**

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

#### **Position summary:**

The **Analyst** supports the work of the Education Data and Research unit. This role will appeal to individuals with strong data-analysis and data-collection skills, as well as writing skills (to produce complex written reports for a range of stakeholders that includes ministers of education and the public) and the intellectual curiosity and rigour to monitor and investigate emerging developments in education in Canada.

#### **Key Qualifications**

- Superior skills in French and English, both oral and written (candidates may be asked to provide writing samples)
- University degree in a field that emphasizes quantitative analysis, research, and writing
- Strong data-analysis skills
- Experience with survey development and data collection
- Strong research skills (both qualitative and quantitative), combined with a keen interest in developing a breadth and depth of knowledge in education
- Knowledge of government relations, structures, and policy, and/or experience in the education system
- Knowledge of Excel and the ability to produce statistical tables
- Exceptionally detail-oriented, with strong organizational skills and the ability to meet critical deadlines (project-management experience is desirable)
- 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 (CMEC), to the attention of Human Resources at [hr@cmecc.ca](mailto:hr@cmecc.ca), by **4:00 p.m. EST, January 24, 2019**. For more information, visit us at [www.cmecc.ca](http://www.cmecc.ca).

CMEC welcomes applications from persons with disabilities. Accommodations are available upon request for candidates taking part of 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.**