



**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 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, COPYRIGHT CONSORTIUM**

#### **Full-time position**

**Annual salary range: \$51,122 – \$69,524, dependent upon experience and qualifications**

The **Administrative Officer's** core responsibilities focus on supporting all aspects of the projects and programs of the CMEC Copyright Consortium. The incumbent will carry out a variety of day-to-day administrative duties, working closely with the Manager, Copyright Consortium, and will report directly to the Director, Programs.

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

#### **Key responsibilities include:**

- assisting the Manager, Copyright, with the coordination of projects, which includes developing options and providing advice to the team on logistical issues;
- attending meetings and teleconferences, as appropriate, and maintaining familiarity with all aspects of the file;
- managing invoices and contracts and preparing progress reports;
- producing various documents (contracts, minutes, agendas);
- responding to the needs of provincial/territorial contacts and consultants;
- managing document processing and translation requests from team members;
- organizing teleconferences and meetings (hotels, meals, meeting rooms, interpretation arrangements; circulating documentation, lists of participants, etc.);
- providing support to other units as and when required.

#### **Key Qualifications**

- Excellent command of English and French, both spoken and written;
- Exceptionally organized, with superior task-management skills;
- Exceptional interpersonal skills;
- Strong attention to detail;
- Ability to plan, prioritize work, and meet deadlines;

- Ability to track budgets and expenditures;
- Demonstrated ability to exercise discretion in dealing with sensitive, confidential, and legal matters
- Ability to work independently and be highly collaborative and team-oriented;
- Proficiency in a variety of software programs and applications, including database and spreadsheet software packages (e.g., Outlook, Word, Excel, SurveyMonkey);
- Ability to efficiently manage high volumes of paper and electronic files;
- Knowledge of, and sensitivity to, intergovernmental relations.

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

- Degree in education, public administration, or a related field;
- Three years' experience in a fast-paced administrative role;
- Experience working in government relations.

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. EDT, July 3, 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 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.**