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Council of  
Ministers  
of Education,  
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Conseil des  
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(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. **The Canadian Information Centre for International Credentials (CICIC)** is part of the International sector at CMEC.

Located in the heart of Toronto, (steps away from the St. Clair subway), CMEC is seeking a:

### **BILINGUAL DIGITAL COMMUNICATIONS OFFICER**

**Full-time**

**Current annual salary range: \$69,606 – \$85,155**

CICIC's mandate was established in 1990 to provide information to individuals, organizations, and governments on the processes for assessing and recognizing academic credentials for work and study purposes, both within and outside Canada, and to fulfill Canada's obligations under UNESCO recognition conventions. In collaboration with provincial and territorial governments, CICIC ensures the quality and accuracy of the information it provides on their education systems and works closely with a broad range of stakeholders responsible for assessment and recognition in Canada and internationally, including academic credential assessment services, professional regulatory authorities, educational institutions, and the European Network of Information Centres/National Academic Recognition Information Centres (ENIC-NARIC) networks.

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

#### **Position summary:**

Reporting to the Coordinator, CICIC, the **Digital Communications Officer** is responsible for the strategic planning, development, and management of CICIC's digital-service strategy, in fulfillment of its mandate. They both work closely with provincial and territorial governments, along with an extensive network of international and pan-Canadian stakeholders responsible for academic credential assessment and recognition, to provide accurate and up-to-date information in a timely fashion through CICIC's digital services. The Digital Communications Officer is responsible for CICIC's communications activities, in coordination with the Director, Communications and Governance.

## Key Qualifications

- University degree in communications, information systems, business administration, or related field
- Fluent in French and English, both written and spoken
- Demonstrated information-systems management experience, such as management of social-media platforms, Web-site design and management, and SEO
- Demonstrated communications, public-relations, and marketing management experience focused on on-line communities with a strong customer-service orientation
- Demonstrated project-management experience
- Superior digital-service management skills, including data management, mobile technologies, social media, and on-line service automation
- Demonstrated technical fluency in HTML, Adobe Creative Cloud, Google Analytics and associated SEO concepts, and video production
- Exceptionally detail-oriented, with strong organizational skills and ability to meet deadlines
- Ability to think systematically and analytically and report findings orally and in writing
- Demonstrated capacity to work efficiently in a structured environment, both independently and as part of a highly collaborative team.

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

- Demonstrated impact in on-line community management using images and short videos on social-media channels, including production of photographic and video material
- Experience in pan-Canadian and international relations working with governmental/intergovernmental organizations
- Knowledge of pan-Canadian and international education policies and systems, occupational regulatory frameworks, immigration systems, and academic credential assessment and recognition

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, September 6, 2017**. For more information, visit us at [www.cmecc.ca](http://www.cmecc.ca) and at [www.cicic.ca](http://www.cicic.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.**