



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 COORDINATOR, POSTSECONDARY EDUCATION AND ADULT LEARNING

Full-time position, 12-month contract

Current salary range: \$100,391–\$114,740

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

The **Coordinator, Postsecondary Education and Adult learning**, provides strategic expertise and coordinates the work of CMEC related to the provision of postsecondary education (PSE), adult learning, and skills development in Canada. Education issues within the scope of this portfolio include, among others, the future of skills and work, access and affordability, student transitions, sustainability and outcomes of PSE, and apprenticeship and work-integrated learning.

The coordinator is responsible for managing deliverables and timelines related to projects and initiatives determined by CMEC. He or she manages a team and reports to the Director, Policy.

The coordinator works directly with senior government officials at the international and pan-Canadian levels through committees, international organizations such as OECD and UNESCO, and departments/agencies of the federal government, as well as other relevant stakeholders.

Key Qualifications

- Superior command of French and English (both written and spoken)
- Graduate degree (master's or Ph.D.) in education, political science, or related field; or equivalent work experience
- Highly developed interpersonal, collaborative, networking, and negotiating skills to work with a broad spectrum of government officials, international organizations, and other stakeholders
- Demonstrated leadership and experience managing projects and employees, providing ongoing feedback and coaching to colleagues and teams, and leading work through partners who are outside the coordinator's direct supervision.
- Demonstrated capacity to work efficiently and collaboratively in a structured environment

- Highly developed decision-making and problem-solving abilities
- Highly developed research-, policy-analysis, and writing skills
- Exceptionally detail-oriented, with strong organizational skills and the ability to provide project deliverables on time and on budget
- Ability to exercise discretion and tact in highly confidential and politically sensitive situations

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

- Expert knowledge of postsecondary-education systems in Canada
- Senior-level experience in education policy or program management within government or public-sector settings
- Demonstrated awareness and understanding of provincial/territorial political climates

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, September 30, 2019**. 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.