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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, OFFICIAL LANGUAGES

Full-time, 12-month contract (maternity leave)

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, Official Languages, manages a team and drives significant pan-Canadian French- and English-language education projects and initiatives.

The Official Languages unit is responsible for the coordination and administration of language learning and exchange programs (e.g., Odyssey, Explore, and Destination Clic) at the pan-Canadian level. Additionally, the Coordinator will provide oversight for CMEC on special projects and consortia, such as the Pan-Canadian French as a First Language Project and the Pan-Canadian French as a Second Language Project. The Coordinator also works in collaboration with provincial/territorial government officials on agreements and funding arrangements pertaining to official language education in Canada.

Key qualifications

- Superior command of French and English (both written and spoken)
- Graduate degree (master's or PhD) in education, political science, or related field, or equivalent work experience
- Excellent project-management skills, including financial and team resource oversight
- Highly developed networking and negotiating skills, particularly within government and/or the public sector
- Experience drafting funding requests and project proposals to advance education-focused initiatives
- Highly collaborative, strong interpersonal skills to work with a broad spectrum of government officials, decision makers, and other stakeholders, exercising discretion and tact in highly confidential and politically sensitive situations
- Highly developed decision-making and problem-solving abilities
- Demonstrated leadership and experience managing employees
- Demonstrated capacity to work efficiently and collaboratively in a structured environment
- Ability to work effectively within pan-Canadian networks and with CMEC colleagues and stakeholders to achieve desired results

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

- Expert knowledge of French- and/or English-language learning programming in elementary-secondary education and postsecondary education systems in Canada
- Experience in education in a minority-language setting
- 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, March 17, 2020**. 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.