



cmecc

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 MANAGER, COPYRIGHT CONSORTIUM

Full-time, 12-month contract

Current annual salary range: \$75,444–\$97,373, depending on experience and qualifications

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

The bilingual **Manager, Copyright Consortium**, works directly with representatives of provincial and territorial governments and with legal and communications consultants to coordinate the work of the CMEC Copyright Consortium. The incumbent works with an administrative assistant and reports directly to the Director, Programs.

Key qualifications

- A degree in education, public administration, public policy, or other relevant field
- Superior command of English and French (both written and spoken)
- Three to five years of mid- to senior-level public-sector experience
- Excellent interpersonal skills and ability to collaborate successfully
- Strong project management skills
- Demonstrated experience with coordinating projects and committee work
- Experience working with complex issues and confidential materials
- Experience working closely with consultants and managing their contracts, as well as invoicing and other related matters
- Highly developed networking and negotiating skills
- Highly developed decision-making and problem-solving abilities
- Knowledge of, and sensitivity to, federal and provincial/territorial intergovernmental relations
- Knowledge of copyright education-related issues in Canada is an asset

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, May 12, 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.