



**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 ANALYST, INDIGENOUS EDUCATION**

**Full-time position, 8-month contract**

**Current annual salary range:** \$62,634–\$87,554, dependent upon experience and qualifications

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

#### **Position summary:**

This position requires the provision of professional analytical support to assist with the successful implementation of CMEC's general and specific work pertaining to Indigenous education, in close collaboration with individual provinces and territories.

The **Analyst, Indigenous Education**, provides direct support to the Coordinator, Indigenous Education, to help carry out the ongoing responsibilities of the Indigenous Education unit and provide support to implement the ongoing work of relevant CMEC provincial/territorial committees. Support will also be required to help maintain positive working relationships with other relevant stakeholders and partners, such as federal-provincial/territorial representatives, national Indigenous organizations (NIOs), nongovernmental organizations (NGOs), and others.

This role will appeal to individuals with strong research, writing, and analytical skills (to produce complex written reports for a range of stakeholders, including ministers of education and the public), and the intellectual curiosity and rigour to monitor and investigate emerging developments in education.

#### **Key qualifications**

- Superior skill in French and English, both written and spoken (candidates will be asked to write a test in their second language and provide written samples).
- University degree, or equivalent experience, with specialization in the social sciences or Indigenous studies, or in a field that emphasizes research, analysis, and writing (master's degree would be an asset)

- Strong research and analytical skills, combined with a keen interest in developing breadth and depth of knowledge in education
- Knowledge of government relations, structures, and policy, and/or experience in education systems
- At least two years of experience (typically gained through work at related organizations or government institutions) with projects related to Indigenous education
- Exceptionally detail-oriented, with strong organizational skills and the ability to meet critical deadlines
- Demonstrated experience managing competing priorities
- Knowledge of the history, culture, and socioeconomic and political realities pertaining to Canada's Indigenous peoples
- Highly collaborative, with strong interpersonal and networking skills to develop and maintain positive working relationships and connections with key education stakeholders and partners
- Ability to work independently and collaboratively within a team

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, August 4, 2020**. 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.**