



**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:

### **COORDINATOR, INDIGENOUS EDUCATION**

**Full-time, permanent**

**Current salary range:** \$100,391–\$114,740, depending on experience and qualifications

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

The **Coordinator, Indigenous Education**, would bring their strategic expertise to CMEC's work on Indigenous education. The Coordinator would be an advisor and leader on Indigenous education matters and provide support to CMEC's work on Indigenous education across all school levels, from early learning to adult learning, including K–12 education and postsecondary education, in response to increasing political/stakeholder demands, and according to research developments in the field.

The Coordinator is also responsible for managing deliverables and timelines related to projects and initiatives determined by CMEC. They manage a team and report 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, ministries/departments of provincial/territorial governments, as well as departments/agencies of the federal government, and other relevant stakeholders.

The Coordinator will work in partnership with national First Nations, Métis, and Inuit organizations and institutions to advance the objectives of Indigenous education. They will collaboratively develop and implement strategies for improved student outcomes and promote broader understanding of First Nations, Métis, and Inuit cultures, contributions, and histories.

### **Key qualifications**

- Superior command of French and English (both written and oral)
- Proficiency in an Indigenous language and culture are essential assets
- Graduate degree (master's or PhD) in education, or equivalent work experience. A strong background in education is required, which should include teaching and or administration experience for both on- and off-reserve educational environments
- Demonstrated leadership and at least two years of experience in a management position, 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.

- At least three years of experience (typically gained through work at related organizations, institutions, or government departments) with research, large-scale reports and/or other publications dealing with social, economic, or education policy
- Highly developed interpersonal, collaborative, networking, and negotiating skills and political acumen to work with a broad spectrum of government officials, international organizations, including Indigenous stakeholders
- 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
- Exceptional knowledge of the history, societal, and political situations of Indigenous people in Canada and internationally
- Ability to delegate tasks, coach and develop others, especially those who may not possess a significant awareness of the history or issues important to Indigenous people and/or stakeholders
- Understanding and familiarity with provincial and territorial education systems, and their respective work/positions on Indigenous education, in Canada and internationally

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

- A command of French
- A command of an Indigenous language
- Teaching experience
- Senior-level experience in education administration
- Government experience in policy development, analysis, and advice

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. EST, **February 2, 2021**. 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.**