



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 SENIOR ANALYST, OFFICIAL LANGUAGES

Full-time, 6-month contract

Current annual salary range: \$66,716–\$96,133

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

Position summary:

The **Bilingual Senior Analyst** supports overseeing the development and progress of the work of the Official Languages unit, including the language-learning and exchange programs (i.e., Odyssey, Explore, and Destination Clic); the negotiation of the Protocol for Agreements for Minority-Language Education and Second-Language Instruction; and the pan-Canadian projects of two committees: the French as a First Language Consortium Committee and the French as a Second Language Consortium Committee.

This role will appeal to individuals with strong research and writing skills (to produce briefing notes, discussion/reflection papers, and reports for a range of stakeholders, including deputy ministers and ministers of education), with the intellectual curiosity and rigour to monitor and investigate emerging developments in education in Canada and internationally, and the ability to make the appropriate linkages with topics discussed at expert and ministerial meetings. The analyst reports directly to the Coordinator, Official Languages, and works closely with a team of analysts and administrative professionals.

Key qualifications

- University degree in a field that emphasizes research, analysis, and writing
- Superior communication skills in both French and English (spoken and written)
- Strong analytical and writing skills in both French and English to prepare a variety of complex documents, such as discussion/reflection papers, reports, communications materials, and briefing notes

- Exceptional research skills (both qualitative and quantitative) to stay current with developments in the field of specialization, combined with a keen interest in developing breadth and depth of knowledge in domestic and international education
- Knowledge of Canada's education systems, including government relations, structures, and policy, and/or experience in the education system and federal-provincial/territorial relations
- At least five years' experience (typically gained through work at related organizations or government institutions) with large-scale reports and/or other publications dealing with social, economic, or education policy
- Exceptional project-management skills and experience
- Demonstrated experience managing competing priorities
- Exceptionally detail-oriented, with strong organizational skills and the ability to meet critical deadlines
- Highly collaborative, with strong interpersonal and networking skills to develop key contacts across Canada (needed to acquire and share information) and maintain positive working relationships with stakeholders
- Ability to work independently and collaboratively within a team

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

CMEC is open to considering a remote-work arrangement for this position.

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, June 7, 2021**. 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 of 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.