



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 education 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, STRATEGIC INITIATIVES
FULL-TIME, PARENTAL-LEAVE CONTRACT (13-month contract)
Annual salary range: \$75,444–\$97,373**

The Manager, Strategic Initiatives, oversees projects and initiatives related to CMEC's work in Early Learning and Elementary-Secondary Education (EL-ESE). The incumbent will also be assigned to broader and cross-sector initiatives that help advance CMEC's strategic plan or priority areas.

Reporting to the Director, Policy (with a dotted-line to the Executive Director), the manager is responsible for managing project plans and timelines and working with staff to ensure deliverables are completed on time and on budget (e.g., publications, provincial/territorial scans, etc.) The manager will also assist in the management and coordination of key pan-Canadian stakeholder relationships.

The successful candidate will also manage sensitive communications and prepare memoranda and briefing notes, under the supervision of the Director, Policy, and the Executive Director.

Key Qualifications

- Superior command of French and English, both written and spoken
- Experience with intergovernmental relations, structures, policy, and Canadian education systems
- Experience managing projects at the pan-Canadian level or of equivalent scale
- Experience with presenting data, research and ideas, organizing information to easily convey key messages for senior decision makers and government officials
- Strong research skills (both qualitative and quantitative), combined with a keen interest in all aspects of education
- Graduate degree in education, policy, or related field
- Exceptionally detail-oriented, with strong project-management and organizational skills, and the ability to provide project deliverables on time and on budget
- Ability to work effectively and collaboratively within pan-Canadian networks and with CMEC colleagues and stakeholders to achieve desired results

- Excellent communication and interpersonal skills to deal with senior government officials and complex issues, build relationships, and foster trust
- Ideally, five plus years' experience in a policy analyst role, or equivalent in bringing significant issues to resolution

If you wish to apply, 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 12:00 p.m. EDT, June 25, 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 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.