



**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 education 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, POLICY**

**Full-time position, 13-month contract**

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

#### **Position summary**

The **Analyst** will work in several areas of education policy, including pan-Canadian and international work, early childhood education and elementary and secondary education, as well as data analysis. This role will appeal to individuals with strong research, writing, and analytical skills (to produce complex written reports for a range of stakeholders that includes ministers of education and the public), and the intellectual curiosity and rigour to monitor and investigate emerging developments in education.

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

#### **Key qualifications**

- Superior oral communication and writing skills in French and English (candidates will be asked to write a test in their second language and provide written samples)
- At least two years of experience in a relevant position
- Master's degree in a field that emphasizes research, analysis, and writing, or equivalent experience (a specialization in education would be considered an asset)
- Strong research and analytical skills (both qualitative and quantitative), combined with a keen interest in developing breadth and depth of knowledge in education
- Knowledge of education policies and systems in Canada
- Knowledge of Excel and the ability to produce statistical tables would be an asset
- Exceptionally detail-oriented, with strong organizational skills and the ability to meet critical deadlines (project-management experience is desirable)
- Highly collaborative, with strong interpersonal and networking skills to develop key contacts across Canada (needed to acquire and share information)

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 20, 2021**. For more information, visit the CMEC website 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.**