



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 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

Work arrangement: Remote, in person, or hybrid

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**, is a member of CMEC's leadership team and reports to the Director, Policy. The Coordinator brings their strategic expertise to CMEC's work on Indigenous education across all school levels, from early learning to elementary, secondary, and postsecondary education as well as adult learning. In addition, the Coordinator collaborates with other coordinators, directors, and the executive director to ensure the achievement of other CMEC and corporate priorities and to identify and mitigate risk.

The Coordinator is responsible for managing a team in its achievement of timely deliverables related to projects and initiatives to advance CMEC's strategic and Indigenous education plans. The Coordinator is involved in developing budgets for projects and initiatives, securing external vendors when required and overseeing their work, as well as approving expenses within their level of spending authority.

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 and departments of provincial and territorial governments, as well as departments and agencies of the federal government, and other relevant partners.

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

The position offers a competitive salary, as well as a full benefits package, including:

- Competitive vacation allotment
- 12 statutory holidays
- 10 sick days
- 5 personal days

- 5 days in lieu of overtime
- Personal wellness and professional development account (\$600)
- Contribution towards employee's own retirement savings plan
- Health benefits
- Flexible work schedule, with the opportunity for remote work

Key qualifications

- Graduate degree (master's or PhD) in education, or equivalent work experience. A strong background in education is required, which includes teaching and/or administration experience in 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 in a government or similar setting in policy development, analysis, and advice
- Lived experience as an Indigenous person. We recognize the unique lived and/or work experience and contributions such individuals can make to our organization

Knowledge, skills, and competencies

The ideal candidate will possess:

- An understanding of the history of and current issues affecting Indigenous Peoples in Canada, including knowledge of the Truth and Reconciliation Commission Calls to Action and the United Nations Declaration on Rights of Indigenous Peoples (UNDRIP)
- An understanding and familiarity with provincial and territorial education systems, and their respective work/positions on Indigenous education, in Canada and internationally
- Highly developed interpersonal, collaborative, networking, and negotiating skills and political acumen to work with a broad spectrum of government officials, international organizations, including Indigenous partners
- The ability to delegate tasks, as well as to coach and develop others, especially those who may not possess a significant awareness of the history or issues important to Indigenous people and/or key partners
- Superior written and oral communication and interpersonal skills, coupled with the ability to communicate with a broad range of key contributors as well as collaborators across all levels of the organization and government
- 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
- The ability to exercise discretion and tact in highly confidential and politically sensitive situations

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

- Bilingualism in English and French
- Command of an Indigenous language

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 4:00 p.m. EDT, September 23, 2022**. For more information, visit us at www.cmecc.ca.

CMEC is committed to fostering an inclusive, diverse, and accessible environment, where all employees, business partners, and clients feel valued, respected, and supported. If you require accommodation during the recruitment and selection process, please let our Human Resources team know.

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.