



**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 body 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 COORDINATOR, EDUCATION DATA AND RESEARCH (EDR) AND CONSORTIA**

### **Full-time position**

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

**Work arrangement can be remote, in-person, or hybrid**

In joining CMEC, you will be part of a dynamic, intellectually stimulating, and collegial environment, in an organization that is focused on enhancing the quality of education for all Canadians. You will work with government officials, international partners, and colleagues from across the organization and around the country.

As **Bilingual Coordinator, EDR and Consortia**, you will be a member of CMEC's leadership team and report to the Director, Programs. You will collaborate with other coordinators, directors, and the Executive Director to achieve CMEC and corporate priorities, and to identify and mitigate risk.

### **Key responsibilities**

1. Provide senior-level leadership and expertise on the work of CMEC for which you are responsible.
2. Oversee the planning, resourcing, and implementation of strategic plan activities.
3. Engage in strategic thinking while ensuring effective communications with provincial and territorial members and staff to meet the strategic plan objectives of CMEC.
4. Supervise a team of six unionized employees to achieve annual work plan deliverables.
5. Contribute to the identification and mitigation of risk and to the leadership of the overall organization.

You will oversee the following portfolios with the support of managers, analysts, and administrative and corporate services staff:

- **Education Data and Research**

You will support the development, reporting, and analysis of education data and indicators in Canada, largely through the Canadian Education Statistics Council (CESC), a partnership between CMEC and Statistics Canada. Key activities include:

- coordinating the Pan-Canadian Education Indicators Program (PCEIP) which produces a set of statistical measures on education systems in Canada for policy makers, practitioners, and the general public, across provinces and territories and over time; and
- coordinating Canada's participation in the Organisation for Economic Development

and Co-operation's (OECD's) education indicators projects, including its flagship annual publication, *Education at a Glance (EAG)*.

- **Programme for the International Assessment of Adult Competencies (PIAAC)**

In collaboration with Employment and Social Development Canada (ESDC) and Statistics Canada, you will oversee provinces' participation in PIAAC, OECD's international assessment of the foundational skills of adults between 16 and 65 years of age administered in a large number of countries around the world, including Canada. You will also support future research based on PIAAC data. For more information, visit [Education Data and Research](#).

- **CMEC Copyright Consortium**

You will support the Copyright Consortium, which is composed of all provinces and territories except Quebec, to advance the views of its members on copyright issues related to education, in particular on copyright compliance and fair dealing. For more information, visit [Copyright](#).

- **CMEC French-as-a-first-language and French-as-a-second-language consortia**

You will support these two consortia, which are composed of all provinces and territories except Quebec, in the development of web-based French-language curriculum-related materials to support French-first-language and French-second-language instruction. For more information, visit [French First-language Learning in Minority Settings](#) and [French Second-language Learning](#).

## Key qualifications

- Superior command of French and English (both written and spoken)
- Graduate degree (master's or PhD) or equivalent work experience
- Demonstrated leadership and at least four years of experience in a management position (or equivalent), managing projects and employees, preferably in a unionized environment
- Demonstrated experience providing ongoing feedback and coaching to colleagues and teams, and leading work through partners who are outside the coordinator's direct supervision
- Experience developing, monitoring, and reporting against operational and project-specific budgets
- Ease with public speaking to a broad range of audiences
- Exceptional relationship building skills
- Ability to delegate tasks and coach and develop others
- Advanced project-management skills
- Familiarity with measurement in education, in particular with respect to indicators of education systems and the large-scale assessment of learners
- Ability to exercise discretion and tact in highly confidential and politically sensitive situations
- Understanding of education systems in Canada

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

- Competitive vacation allotment
- Twelve (12) paid statutory holidays
- Ten (10) paid sick days

- Five (5) paid personal days
- Personal wellness and professional development account (\$600 annually)
- Contribution equal to 10% of the employee's annual salary in lieu of a group pension plan
- Health benefits
- Flexible work schedule, with the opportunity for hybrid or remote work

Please send an electronic version of your cover letter and résumé to the Council of Ministers of Education, Canada (CMEC) by 4:00 p.m. EDT, **September 22, 2023**. For more information, visit us at [www.cmec.ca](http://www.cmec.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.**