



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 body providing leadership in policy development, program administration, and research at the pan-Canadian levels. Located in the heart of Toronto (steps from the St. Clair subway), CMEC is seeking a:

BILINGUAL ADMINISTRATIVE OFFICER, INTERNATIONAL

Full-time position

Current annual salary range: \$51,633–\$70,219

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

CMEC offers the opportunity to work in a dynamic, collegial, intellectually challenging, and bilingual environment. You will work closely with the International team and with pan-Canadian and international government officials to provide support and coordination of key files. This position reports directly to the Director, International. It is affiliated with the Canadian Office and Professional Employees Union (COPE) Local 343.

Key qualifications

- Minimum three to five years of experience in an administrative-support role (experience in government is desirable)
- Excellent command of English and French, both spoken and written
- Excellent communication and interpersonal skills and the ability to maintain positive working relationships with team members and stakeholders
- Strong organizational and time-management skills. The ability to plan, prioritize, efficiently multitask, manage competing priorities, and meet tight deadlines
- Excellent attention to detail and the ability to produce precise logistical documents
- Strong ability to work under pressure, in a fast-paced environment
- Excellent budgeting skills
- Excellent computer skills (Microsoft Office), including the ability to create PowerPoint presentations, manipulate spreadsheets, and prepare electronic binders
- Ability to work independently and collaboratively within a team
- Ability to exercise sound judgement, discretion, and diplomacy in sensitive and confidential situations and in outreach to stakeholders
- Knowledge of, and sensitivity to, intergovernmental relations
- General knowledge of Canada's education systems and the teaching profession is desirable

Key responsibilities include:

- Provide support to the Director, International, in her functions and duties
- Coordinate complex logistical arrangements for senior officials attending domestic and international meetings (in-person or virtual)

- Coordinate the organization of virtual and in-person meetings hosted by the International unit (e.g., hotels, meals, meeting-rooms, interpretation arrangements, circulating documentation)
- Analyse budget template, forecast and track expenses as well as reconcile accounts
- Produce drafts of various documents (e.g., memoranda, official letters, agendas, charts, schedules, and timelines)
- Manage and track documents through the editing and translation process
- Liaise with federal, provincial and territorial government officials to coordinate logistics and other related aspects of meetings
- Coordinate internal communication platforms, as required (e.g., posting documents and various communications on Extranet)
- Other duties, as deemed appropriate

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), to the attention of Human Resources, **by 4:00 p.m. EST, November 17, 2023**. For more information, visit us at 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.