



**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 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, POSTSECONDARY EDUCATION AND ADULT LEARNING**

**Full-time, permanent**

**Current annual salary range: \$62,634–87,554**

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

#### **Position summary:**

The **Analyst** supports the work of the Postsecondary Education and Adult Learning unit. This includes several areas of education, including pan-Canadian and international work and data analysis. This role will appeal to individuals with strong research and writing skills; analytical skills (to produce complex written reports for a range of stakeholders that includes ministers of education and the public); the ability to learn, integrate, and enforce preparations, processes, and procedures for committee and working group members; and the intellectual curiosity and rigour to monitor and investigate emerging developments in education in Canada.

#### **Key qualifications**

- Superior skills in French and English, both oral and written (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
- University degree in a field that emphasizes research, analysis, and writing, or equivalent experience (a master's degree would be considered an asset)
- Strong research skills (both qualitative and quantitative), combined with a keen interest in developing a breadth and depth of knowledge in education
- Knowledge of government relations, structures, and policy, and/or experience in the education or public-policy domains, with a particular interest in postsecondary education in Canada

- Knowledge of Excel and the ability to work with, and analyze, data to produce statistical tables. Skills in interpreting and articulating findings are also key assets
- Exceptionally detail-oriented, with strong organizational skills, an ability to learn, integrate, and navigate complex procedural structures in committee and working group activities, 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, November 5, 2021**. For more information, visit us at [www.cmecc.ca](http://www.cmecc.ca).

This position is currently remote.

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.**