

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 an:

ANALYST (ONE YEAR CONTRACT)

Full-time bilingual **ANALYST** to work in several areas of education, including postsecondary education and education data and research. This role will appeal to individuals with strong policy-research and writing 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 in Canada.

This contract position offers a salary in the range of \$64,664–\$80,596, depending on experience and qualifications. CMEC offers the opportunity to work in a dynamic, collegial environment that promotes professional development and career advancement.

Key Qualifications

- Superior verbal and writing skills in French and English (candidates may be asked to provide written samples)
- University degree in a field that emphasizes research, analysis, and writing
- Strong research skills (both qualitative and quantitative), combined with a keen interest in developing breadth and depth of knowledge in education
- Knowledge of government relations, structures, and policy, and/or experience in the education system
- Knowledge of Excel and the ability to produce statistical tables is 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)

You must be legally entitled to work in Canada.

Please send your electronic résumé to the Council of Ministers of Education, Canada (CMEC), to the attention of Mary Jane Hee Fa Chung at mj.heefachung@cmecc.ca **by 4:30 EDT, September 10, 2014.**

CMEC thanks all candidates for their interest in this position. Only those who are selected for an interview will be contacted.

For further information, visit us at www.cmecc.ca.

CMEC is an equal-opportunity employer.