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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, POLICY

Full-time, 6-month contract position

Current annual salary range: \$62,634–\$87,554, depending on experience and qualifications

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

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

Position summary

The **Bilingual Analyst, Policy** will work in several areas of education, including pan-Canadian and international work, early childhood education and elementary and secondary education, as well as data analysis. This role will appeal to individuals with strong research, writing, and analytical 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.

Key qualifications

- superior verbal and writing skills in French and English (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 (master's degree would be considered an asset)
- strong research and analytical 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 education systems
- 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)

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 2, 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.