



Canadian
Bureau for
International
Education

Bureau
canadien de
l'éducation
internationale

JOB POSTING

TITLE:	Program Coordinator (Events)
SUPERVISOR:	Vice President
DIVISION:	Membership, Public Policy and Communications
LOCATION:	Ottawa
LEVEL:	Group 3 (full-time unionized position)

POSITION SUMMARY

Reporting to the Vice President (VP), Membership, Public Policy and Communications, the Program Coordinator, is a member of the team responsible for the delivery of the International Scholarships Program (ISP) for Global Affairs Canada. The Program Coordinator provides support to the team in such areas as event planning and financial administration as well as selection, inquiries, and database administration. **Please note that a Government of Canada Level II Secret Clearance is required to apply for this position.**

RESPONSIBILITIES

- Organizes and supports selection committees for the purpose of awarding scholarships, grants or awards, or allocating scholarships according to provided directives and criteria
- Assists in the organization of national events or international events for the team such as round tables, collaboration mission, study tour, orientation session, selection committee meetings, conference, official public ceremony or reception
- Serves as primary point of contact for all program inquiries, draft streamlined replies and direct questions
- Conducts primary review of all outgoing documents, including grant agreements and letters, ensuring consistency across scholarships

- Maintains the list of university and ESL/FSL academic programs and contacts, liaises with contacts on matters pertaining to the placement and admission of students, researches new academic programs
- Prepares, submits, and monitors the status of student applications, reviews applications to make placement recommendations
- Coordinates travel for students, liaises with travel agencies, student advisors, students and VP and Program Manager(s) on all matters relating to student travel and arrival
- Facilitates visa processes with Canadian Embassies abroad for ISPs and maintains visa tracking system, key contact point for all immigration matters
- Assists in the management of student health insurance plans
- Reviews and processes invoices and reimbursements and assists with budget preparation
- Responds to requests from DFATD for matters related to the application database
- Maintains and updates the application database with all relevant applicant documentation and information
- Assists in event organization by handling logistics for receptions, orientations, round tables, and other events as required
- Monitors budgets and ensures that expenditures respect Treasury Board guidelines
- Identifies event speakers and issues invitations, maintains regular communications with speakers to ensure attendance
- Prepares and issues agendas, invitations and other correspondence relating to events
- Arranges for local accommodations for participants during events in cooperation with Program Managers
- Attends events, oversees logistics during events and take notes for follow-up
- Drafts reports on events and other related documents as necessary
- Performs other administrative duties to support the VP and Program Manager(s), as required
- Plays a role in supporting corporate CBIE activities such as reception duties, membership relations, CBIE conference and other cross team projects and committees, participates in regular staff meetings/events
- Performs other duties as required.

QUALIFICATIONS

- Completion of university degree, or equivalent required. CMP designation a definite asset
- Three (3) years relevant work experience including experience in conference and event planning
- Minimum one (1) year demonstrated experience working in the administration of scholarship programs or government programs, including financial administration
- Excellent communication skills in English and French, oral and written. Knowledge of Spanish is an asset
- Good judgement, tact and diplomacy in dealing with government officials, the public, members, staff and clients from different cultures.
- Uses appropriate protocol when communicating with high level officials at events and in correspondence
- Strong organizational and interpersonal skills
- Strong attention to detail and ability to multi-task
- Client-service orientation
- Ability to work independently and as a team member, cope with workload pressure and deadlines, and work in a results-based environment

- Strong computer skills including MS Office Suite (Access, Word, Excel, Outlook)
- Interest in/willingness to travel. Travel to events is required including evenings and weekends
- Thorough knowledge of Canadian post-secondary education system/admissions process, at all levels including ESL/FSL
- Government of Canada Level II Secret Clearance is required.

CBIE offers a comprehensive benefit package which includes an attractive pension plan and group insurance program. For general information on CBIE, visit our website at www.cbie-bcei.ca .

Please send your cv and letter of interest as soon as possible, quoting Competition 16-01, to jobs@cbie.ca in either Word or PDF format or mail to CBIE, 1550 – 220 Laurier Ave. W., Ottawa, ON K1P 5Z9. The final deadline for applications is **May 27, 2016**; however, **please note that we will begin reviewing cv's immediately**. We thank all candidates for their interest but only short-listed candidates will be contacted.

CBIE is committed to an inclusive, barrier-free work environment and encourages applications from all qualified individuals. Workplace accommodations are available should you be contacted regarding this competition. Please advise Human Resources of any accommodation requirements which must be taken.

February 2016