



Canadian Bureau for  
International Education  
Bureau canadien de  
l'éducation internationale

## **JOB POSTING**

**TITLE:** Program Coordinator

**SUPERVISOR:** Director, International Partnerships

**DIVISION:** International Partnerships

**LOCATION:** Ottawa

**LEVEL:** Group 3 (full-time unionized position)

### **POSITION SUMMARY**

Reporting to the Director, International Partnerships, 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, communications and financial administration as well as selection, inquiries, and database administration.

### **RESPONSIBILITIES**

- Assists in the organization of national and international events for the team such as round tables, collaboration missions, study tours, orientation sessions, selection committee meetings, conferences, official public ceremonies or receptions by handling logistics, identifying speakers, issuing invitations, preparing agendas, etc.
- Conducts screening of scholarship applications according to a set of criteria
- Draft written content for program newsletters, communications, narrative reports to project funder
- Organizes and supports selection committees for the purpose of awarding scholarships, grants or awards, or allocating scholarships according to provided directives and criteria
- Serves as primary point of contact for all program inquiries, drafts streamlined replies and directs questions
- Conducts primary review of all outgoing documents, including grant agreements and letters, ensuring consistency across scholarships
- Reviews and processes invoices and reimbursements and assists with budget preparation
- Responds to requests from Global Affairs Canada for matters related to the application database
- Updates the application database with all relevant applicant documentation and information
- Monitors budgets and ensures that expenditures respect Treasury Board guidelines
- Performs other administrative duties to support the Director and Program Manager(s), as required
- Plays a role in supporting corporate CBIE activities and participates in regular staff meetings/events
- Performs other duties as required.

## **QUALIFICATIONS**

- Completion of university degree, or equivalent required.
- Minimum one (1) year demonstrated experience working in the administration of scholarship programs or government programs, including financial administration and event planning
- 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 Reliability Status will be 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](http://www.cbie-bcei.ca).

Please send your cv and letter of interest as soon as possible, quoting Competition 18-09, to [jobs@cbie.ca](mailto: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 **August 3, 2018**; 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.*