



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

### **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 key areas such as statistical/data management and event planning.

### **RESPONSIBILITIES**

- Develops and maintains detailed excel spreadsheets to capture complex program data
- Responds to program statistical and data requests from Global Affairs Canada
- Responds to requests from Global Affairs Canada for matters related to the application database
- Contributes to the conceptualization of a new data management tool for the program
- Updates the application database with all relevant applicant documentation and information
- 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
- Organizes and supports selection committees for the purpose of awarding scholarships, grants or awards, or allocating scholarships according to provided directives and criteria
- Reviews and processes invoices and reimbursements and assists with budget preparation
- 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 or relevant post-secondary programs, including financial administration and event planning
- Experience working with data and statistics via databases and complex Excel spreadsheets
- Excellent communication skills in English and French, oral and written. Knowledge of Spanish and Portuguese 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 (but not necessary at the time of application)

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 19-03, 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. 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.*

**March 2019**