



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

JOB POSTING

TITLE:	Manager, Community Engagement
SUPERVISOR:	Director, Membership, Research and Learning
LOCATION:	Ottawa
LEVEL:	Group 5 (full-time unionized position)

POSITION SUMMARY

Reporting to the Director, the Manager, Community Engagement will use their energy and creativity to advance CBIE's mandate and deliver high-quality and engaging initiatives and events, which promote international education and enhance CBIE's relationship with the broader community that includes education institutions, government agencies, international stakeholders, and industry partners. Specifically, they will be responsible for organizing virtual events, animating CBIE's Community Hub, curating content, and resources, and acting as an ambassador for CBIE with all stakeholders. They will maintain connection with CBIE's community through digital communications initiatives, including social media, highlighting community engagement initiatives to an expanding network of external stakeholders. They will work collaboratively across the organization and contribute their ideas and insight gained from the community, to inform the organization's communication and advocacy efforts.

RESPONSIBILITIES

- Contributes to the membership strategy by developing the community engagement plan and managing the delivery of annual activities.
- Acts as a key liaison between CBIE and its committees, professional learning communities and other partners in the development and execution of CBIE activities.
- Animates CBIE's Community Hub by curating content, moderating community discussions, and acting as the Hub's administrator.
- Organizes virtual webinars, meetings, and events in collaboration with professional learning communities, regional planning committees and other thematic committees.
- Identifies and creates opportunities to increase member outreach and engagement activities that amplify the reach of CBIE to targeted stakeholders.
- Provides communications-related support for events, and activities. This includes uploading and publishing web content and posting to social media networks as required.
- Plans and prepares presentations for both internal and external stakeholders and represents CBIE during virtual events.
- Collects, assesses and reports on 'lessons learned' from community stakeholders and embeds best practices into future activities.
- Supports the leadership team in contributing to the advancement of CBIE's strategic direction

- as it relates to community engagement activities and initiatives.
- Maintains and updates documentation and processes that serve as the foundation for and support effective engagement.
- Plays a supporting role in key CBIE activities including professional development, research and conference.
- Performs other duties and functions as required.

QUALIFICATIONS

- Undergraduate degree in business administration/social sciences/education/international relations or equivalent work experience in a related field.
- 3-5 years' relevant work experience.
- Knowledge of international education issues including immigration, student mobility, international partnerships, and student services.
- A talent for storytelling, fostering online community engagement and creating social media content.
- Able to facilitate inclusive community conversation in person and virtually.
- Ability to work with online tools such as WordPress, and Hootsuite.
- Experience managing virtual events including registration, setting up virtual platforms, logistics, and supporting committees in designing programming.
- Demonstrated success building relationships, and working effectively with committees, as well as institutional, government and international stakeholders.
- Proven project management skills, including the ability to effectively organize, process, and communicate information in a fast-moving and unpredictable work environment.
- Self-starter with experience setting their own priorities and moving projects forward with agility and resourcefulness.
- Openness to learn and embed inclusion and diversity best practices and build understanding of equity seeking groups' experiences within programming.
- Excellent interpersonal and communication skills in English and French, both verbal and written
- Government of Canada Reliability Status will be required.

Please send your CV and letter of interest as soon as possible, quoting Competition 21-04, 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 **October 15, 2021**; 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 offers a comprehensive benefit package that includes an attractive pension plan and group insurance program. For general information on CBIE, visit our website at www.cbie-bcei.ca.

CBIE has implemented guidelines and policies to address the current health situation related to COVID-19 and ensure a safe and healthy work environment for all. Adherence to CBIE's COVID-19 related policies is an essential requirement of employment. CBIE is committed to accommodating employees with disabilities, accessibility needs, and other protected human rights characteristics, to the point of undue hardship. Any candidate requiring accommodation is encouraged to make their needs known.

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.