



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

JOB POSTING

TITLE: Professional Development Officer

SUPERVISOR: Director, Membership, Research and Learning

LOCATION: Ottawa

LEVEL: Group 4 (full-time unionized position)

**** This is a temporary position for a period of twelve months with the possibility of permanent employment***

POSITION SUMMARY

Reporting to the Director, Membership, Research and Learning, and working closely with the Manager, Research and Learning, the Professional Development Officer will be responsible for the administration of CBIE's contract training and professional development activities.

RESPONSIBILITIES

- Acts as a liaison between CBIE and course facilitators and clients to ensure contracts, payments and general program-related support is provided.
- Coordinates registration, logistics and promotion of professional development activities in cooperation with communications and other departments at CBIE.
- Launches and introduces facilitators for webinars, workshops or online training relating to international education, as needed.
- Coordinates monitoring and evaluating activities and ensures reporting requirements are met for clients.
- Offers administration support to learners in accessing the Learning Management System (LMS) and to facilitators in populating the LMS with training content, transcripts and certificates.
- Serves as primary point of contact for all program inquires, answering emails in the general learning inbox.
- Ensures timely financial reporting including preparing pay requisitions and other financial transactions, as required.
- Plays a role in supporting CBIE activities such as membership relations, CBIE conference and other cross-team projects and committees and participates in regular staff meetings/events.
- Performs other duties, as required.

QUALIFICATIONS

- Undergraduate degree in business administration/social sciences/education/international relations or equivalent work experience.
- Three (3) years relevant work experience.
- Excellent communication skills in English and French, oral and written.
- Experience or comfort with presenting to virtual audiences.
- Strong computer skills, including knowledge of learning management systems (Brightspace or other course management software).
- Ability to quickly learn new computer programs and to troubleshoot software problems.
- Good judgement, tact and diplomacy in dealing with the public, members, staff and clients from different cultures.
- 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.

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 23-02 to 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.

We are committed to equity, diversity and inclusion and encourage applications from people with disabilities, racialized people, Indigenous peoples, people from gender and sexually diverse communities and/or people with intersectional identities.

We provide a barrier-free work environment. Workplace accommodations are available should you be contacted regarding this competition. Please advise Human Resources of any accommodation requirements which must be taken.

January 2023