



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

## **JOB POSTING**

**TITLE:** Program Coordinator

**SUPERVISOR:** Director, International Scholarships

**LOCATION:** Ottawa

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

### **POSITION SUMMARY**

Reporting to the Director, International Scholarships, 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 administration of the scholarship cycle, including selection, inquiries, and database administration as well as event planning, communications and financial administration.

### **RESPONSIBILITIES**

- Conducts eligibility screening of scholarship applications according to a set of criteria.
- Serves as primary point of contact for all program inquiries, drafts streamlined replies and directs questions.
- Conducts preliminary review of 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.
- Assists in the organization of national and international events for the team such as collaboration missions, study tours and selection committee meetings by handling logistics, identifying speakers, issuing invitations, preparing agendas, etc. while respecting Treasury Board guidelines.
- Drafts written content for program newsletters, communications, narrative reports to project funder.
- 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**

#### *Required*

- A post-secondary degree or, if obtained outside Canada, the equivalent as established by a recognized Canadian academic credentials assessment service;

OR

A minimum of two (2) years demonstrated work experience within the last six (6) years in a field related to higher education or international education.

- A minimum of one (1) year demonstrated experience within the last six (6) years in program administration in the government, non-profit, or post-secondary education sectors.
- A minimum of one (1) year demonstrated experience within the last six (6) years performing at least two of the following activities as part of program administration:
  - Assisting program applicants and recipients
  - Tracking and vetting program applications
  - Providing support to applicants and recipients
  - Organizing program-related events, such as orientation and information sessions, round tables, official public ceremonies and receptions
  - Compiling data for program reports
- Excellent communication skills in English and French, oral and written.
- Functional bilingualism in Spanish.
- Good judgement, tact and diplomacy in dealing with government officials, the public, members, staff and clients from different cultures.
- 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).
- Government of Canada Reliability Status will be required.

*An asset but not required*

- Thorough knowledge of post-secondary education system in Canada and the international education sector.
- Working knowledge of WordPress, Adobe Creative Suite, and Hootsuite.

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 23-08 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.

*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.*

**February 2023**