



JOB POSTING

TITLE:	Program Coordinator
SUPERVISOR:	Program Director, SEED
LOCATION:	Ottawa
LEVEL:	Group 3 (part-time unionized position)

POSITION SUMMARY

Reporting to the Program Director, SEED, the Program Coordinator is a member of the team responsible for the delivery of the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) program 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 communications and financial administration.

RESPONSIBILITIES

The Program Coordinator works collaboratively with the SEED team with the following responsibilities:

- Assists the SEED team in the administration of the scholarship program, including (but not limited to):
 - conducting eligibility screening of scholarship applications according to a set of criteria;
 - conducts preliminary review of outgoing documents, including grant agreements and letters, ensuring consistency across scholarships;
 - updates the application database with all relevant applicant documentation and information; and
 - reviews and processes invoices and reimbursements and assists with budget preparation.
- Serves as the secondary point of contact for all program inquiries, drafts streamlined replies and directs questions to the Program Manager.
- Supports the planning and delivery of events such as the promotion of SEED, and (as required by Global Affairs Canada) collaboration missions and other events by handling logistics, issuing invitations, preparing agendas, etc. and respecting Treasury Board guidelines.
- Drafts written content for program updates, communications, narrative reports to the project funder.
- Communicates with the Program Director and Program Manager on administrative matters related to the project.
- Performs other administrative duties to support the SEED team, 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.
- 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 (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.

CBIE offers a comprehensive benefits package which includes an attractive pension plan and group insurance program as well as remote/hybrid work arrangements. For general information on CBIE, visit our website at cbie.ca.

Please send your cv and letter of interest as soon as possible, quoting Competition 24-04 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 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.

June 2024