



## JOB POSTING

<b>TITLE:</b>	Project Officer
<b>SUPERVISOR:</b>	Associate Director, Research and Learning
<b>LOCATION:</b>	Ottawa
<b>LEVEL:</b>	Level 4 (full-time unionized position)

### POSITION SUMMARY

Reporting to the Associate Director, Research and Learning, the Project Officer will be responsible for project administration for the Canadian Bureau for International Education's (CBIE) research and professional development activities.

### RESPONSIBILITIES

- Utilizes project management software to manage multiple and often overlapping projects related to CBIE's professional development offering and research activities.
- Acts as a liaison between internal and external stakeholders 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.
- Conducts regular updates to the Learning Management System (LMS), registration forms, survey questionnaires and CBIE's webpages to ensure accuracy.
- Launches and introduces facilitators during the introduction of webinars and workshops and provides administrative support throughout the online training, including monitoring attendance.
- Coordinates monitoring and evaluating activities and ensures reporting requirements are met for clients and that facilitators receive constructive feedback regarding their performance.
- Offers administration support to learners in accessing the LMS and other platforms.
- Offers administration support to facilitators in populating the LMS and other platforms with training content, transcripts and certificates.
- Serves as primary point of contact for all program inquiries and 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.
- Provides online tutorials and information sessions, as required.
- 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 of 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.
- 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 *time and 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.
- Keen interest in knowledge retention and dedicated to the continuous improvement of processes and procedures.
- Openness to learn and embed inclusion and diversity best practices and build understanding of equity seeking groups' experiences within programming.

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](http://cbie.ca).

Please send your cv and letter of interest as soon as possible, quoting Competition 24-05 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 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.*

**September 2024**