

JOB POSTING

POSITION TITLE:	Project Coordinator, Global Campaign Initiative (<i>2 positions</i>)
LOCATION:	Ottawa (Hybrid)
LEVEL:	Level 3 (unionized position)
DURATION:	18 months with possibility of extension

Major Purpose of the Role

The Project Coordinator will support the Director and other team members in the organization and execution of a global campaign initiative. The campaign will help to reposition Canada's international education sector following policy changes introduced by the Government of Canada throughout 2024 which have had a significant and deleterious impact on Canada's global positioning and international education brand.

The Project Coordinator will provide project management and administrative support including coordinating meetings and events, liaising with internal and external stakeholders, preparing documentation, budget management and project planning services to keep the project and its deliverables on time and on budget.

Key Responsibilities

- Coordinates and manages all Advisory and working group meetings as part of the campaign, including scheduling, preparing agendas, drafting, and finalizing meeting materials.
- Assumes primary responsibility for logistical arrangements of these meetings.
- Supports the schedule coordination of the Director and Managers including communicating meeting dates/requirements with internal and external stakeholders and prepares background material for meetings, as required.
- Supports the Director and Managers on the development and execution of campaign project materials including the terms of reference, critical path, budget, and sponsorship; and monitors and reports on project progress for the duration of the contract.
- Works collegially with other members of the campaign team and the broader CBIE team to advance shared objectives.

Knowledge, Experience and Skills

- Bachelor's degree in Business Administration, Communications, Public Administration, or related field, and a minimum of 5 years of experience in a similar role.
- Experience managing/coordination largescale multifaceted projects and organizing and executing large events.
- Excellent interpersonal and communication skills.

- Excellent writing skills, including preparation of professional documents.
- Ability to communicate with diplomacy, tact, and judgment with internal and external stakeholders.
- Ability to take initiative, problem-solve and work independently.
- Ability to deal discreetly with confidential matters.
- Excellent attention to detail, organizational and planning skills.
- Ability to work under pressure and meet tight deadlines.
- Strong computer skills including MS Office Suite.
- Willingness to take on new unexpected tasks on short notice to support the campaign's success.
- General knowledge of post-secondary education in Canada and/or international education would be an asset.
- Experience working in stakeholder engagement and/or communications would be an asset.

Language Requirements

- Bilingualism (English and French) is preferred.

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 25-04 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.