



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

JOB POSTING

TITLE: Program Coordinator

SUPERVISOR: Director, Scholarships and Partnerships

LOCATION: Ottawa (Hybrid)

LEVEL: Group 3 (full-time unionized position)

Position Summary

Pending Global Affairs Canada's approval of an outbound scholarships program for Canadian graduate students, researchers and fellows to the Indo-Pacific region, the Program Coordinator (PC) is a member of a team responsible for the delivery of the scholarship program. Reporting to the Director of the program, the Program Coordinator provides support to the scholarship program team in such areas as administration of the scholarship cycle, including selection, responding to inquiries, and database administration as well as event planning, communications and financial administration.

Responsibilities

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

- Assists the team in the administration of the scholarship program, including (but not limited to):
 - Conducts eligibility screening of scholarship applications according to a set of criteria;
 - Produces grant agreements and award letters;
 - Updates the application database with all relevant applicant documentation and information;
 - Reviews and processes invoices and reimbursements and assists with budget preparation;
 - Communicates web updates to web design consultant.
- Serves as the secondary point of contact for all program inquiries, drafts streamlined replies and directs questions to the Program Manager.
- Performs desk research of potential relevant domestic and international stakeholders for the program.
- Responsible for all logistic arrangements of program events including but not limited to program launches, steering committee meetings, and pre-departure orientation sessions.
- Communicates with the Director and Program Manager on administrative matters related to the project.
- Performs other administrative duties to support the Director and Program Manager(s), as required.
- Plays a role in supporting CBIE's partnership development initiatives and participates in regular staff meetings/events.

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 (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 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 25-05 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.