



## JOB DESCRIPTION | Events Manager

### The Canadian Race Relations Foundation

The Canadian Race Relations Foundation (CRRF) was created in 1996 to reaffirm the principles of justice and equality for all in Canada. The CRRF's mandate is to facilitate throughout Canada the development, sharing, and application of knowledge and expertise to eliminate racism and all forms of racial discrimination in Canadian society.

Our Crown corporation is seeking an experienced Events Manager to join our team. The successful candidate will be responsible for planning, coordinating, and executing a variety of events throughout the year, including conferences, galas, and other corporate events. The ideal candidate will have a strong background in event planning, exceptional organizational skills, and excellent communication and interpersonal skills. Knowledge of accessibility needs is also required.

#### Position Summary

<b>Job title</b>	Events Manager
<b>Job classification</b>	Unionized
<b>Employment Status</b>	Fulltime salaried contract until March 31, 2025
<b>Hours</b>	35 hours per week Ability to travel and attend weekend, early morning and evening meetings as required
<b>Work location</b>	Toronto, Ontario; hybrid working setting but may return to on site where applicable
<b>Salary</b>	<b>\$76,125 per annum.</b> CRRF is a unionized workplace and the position and its salary are subject to a Collective Agreement.

CRRF offers a comprehensive benefits package, which includes three weeks of vacation, two Personal Floating Days, sick days and 4% of annual income towards RRSP plan, and life, disability, medical and dental care insurance.

**Probationary Period** 90 days.

#### Responsibilities:

- Develop and execute event plans for various virtual and non-virtual corporate events, including conferences, galas, board meetings, All Staff meetings, and other corporate events while taking into account accessibility needs.
- Demonstrate knowledge of different virtual and broadcasting platform capabilities, innovative solutions and best practices for delivering events virtually and in person format while ensuring CRRF accessibility practices are embedded into all programs.
- Coordinate with internal and external stakeholders in the development of program agendas, speaker presentations, executive briefs, scripts, guest experience etc. to ensure the successful execution of each event.
- Develop project plans for each deliverable; work closely with and report into various leads for various events.
- Develop and manage budgets for each event; prepare and complete all the required paperwork and invoices.
- Search, select and manage vendors, including fostering an inclusive and safe virtual and in-person environment, ensuring accommodations are in place if requested, and catering, audio-visual, and entertainment services that can meet accessibility requirements.
- Manage event logistics to create a best guest experience, including registration, attendee management, accommodations, venue logistics, production and transportations that are accessible to all attendees.



- Manage event promotion, including invitations, marketing materials, and social media outreach that take into account accessibility needs.
  - Ensure compliance with all relevant policies, procedures, and regulations related to accessibility.
  - Evaluate the success of each event and provide recommendations for future events, including how to improve accessibility.
  - Ensure all events are completed smoothly and step up to anticipate and resolve any problems that might occur
  - Learn and apply directives required by the Treasury Board of Canada and CRRF's financial and administration requirements for events
- Ensure events are accessible Perform other job-related duties as assigned

#### Qualifications:

- Fluently bilingual (written and verbal) in French and English is considered essential
- Degree or diploma (or equivalent experience) in event planning, hospitality, or related field
- Extensive project management experience
- Agility/flexibility to pivot to various elements in an evolving environment
- Ability to create clear briefing documents and manage multiple priorities at once
- Prefer at least 3 years of experience in event planning including delivering virtual events on multiple platforms
- Detail-oriented, self-initiating, well organized, and capable of managing multiple events simultaneously and work under pressure and meet deadlines in a fast-paced environment
- Experience working with vendors and comfortable overseeing projects and managing timelines and deliverables
- Excellent communication skills (both written and verbal) and in facilitating/presenting in meetings
- Knowledge of accessibility needs and how to plan and execute events that are accessible to all attendees
- Ability to work independently and as part of a cross functional team
- Proficiency with Microsoft Office (Outlook, PowerPoint, Word, Excel) and other digital tools and applications  
Comfortable using Zoom and other platforms as required for hosting online meetings and events
- Ability to travel as required and the ability to work variable hours driven by the needs of the programs
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment
- Experience working with non-profits or crown corporation is an asset
- Understanding of the current landscape of race relations in Canada is an asset

#### To Apply:

Please send cover letter and résumé by **April 25, 2023**:

Veronica Xie  
HR Advisor  
Email: [hr-rh@crrf-fcrr.ca](mailto:hr-rh@crrf-fcrr.ca)

Some essential and other qualifications will be assessed through your application process.

Proof of eligibility to work in Canada, education, and three professional references from your previous supervisor and coworkers will be requested if you are considered for the position.

Interviews will be held via Zoom. While all applications are appreciated and will be handled in the strictest confidence, only those candidates short-listed for an interview will be contacted. CRRF may cancel, postpone, or revise employment opportunities at any time.



Canadian  
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Fondation  
canadienne des  
relations raciales

CRRF values diversity and is committed to fostering an environment of inclusion and cross-cultural sensitivity. We encourage applications from Indigenous people, racialized people, people with disabilities, people from gender and sexually diverse communities and/or people with intersectional identities.

We accommodate people with disabilities throughout the recruitment and selection process. Please indicate your need for accommodation in your application.