

Position Title: Manager, Programs and Information Management

Temporary Position – Maternity Leave Replacement

Canadian Race Relations Foundation (CRRF) is looking for a talented and professional Manager, Programs and Information Management to join our team. You will replace one of our team members during their maternity leave and are looking for someone who wants to support us!

The CRRF is Canada's leading agency dedicated to eliminating racial discrimination and promoting harmonious race relations. Its mission is "to facilitate throughout Canada the development, sharing and application of knowledge and expertise in order to contribute to the elimination of racism and all forms of racial discrimination in Canadian society. For more information, visit our website at www.crrf-fcrr.ca

The ideal candidate will have a strong background in program and information management with a focus on contacts and relationship management database, digital and social media. They will be exceptionally well organized, pro-active, possess strong verbal and written communication skills, have a minimum of three years' working experience.

Summary of Terms

Job title	Manager, Programs and Information Management
Status	Full-time, Maternity Leave Contract – 13 months duration
Job Classification:	Unionized position
Reports to:	Director, Finance and Administration
Rate	\$60,000 per annum
Hours of work	Weekdays, 9 am to 5 pm
Work environment	CRRF office, 6 Garamond Court, Toronto, Ontario Working from home during the pandemic and while the office is closed
Probationary Period	60 days

Job Mandate:

The Manager, Programs and Information Management's duties will be divided between two major functions, CRRF projects and programs, and the CRRF's digital assets and strategy. The position will be responsible for ensuring a robust digital presence of the CRRF and its programs.

Major Responsibilities:	Managing the CRRF's Digital Assets and Database <ul style="list-style-type: none">○ Manage a contacts and relationship management database for the CRRF and its various projects and programs
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	<ul style="list-style-type: none"> ○ Use the Contacts and Relationship Management database to broaden and strengthen the CRRF's reach via website updates, newsletters, social media, and other advertising channels; ○ Report on CRRF's digital presence, communications and advertising strategies, using the appropriate analytics, as well as identifying areas for growth or change ○ Assist in the information management strategy and implementation - including the internal management of information, document management, flows of Information and discovery of data/information; ○ Analyze data, identify and address information management gaps, and facilitate information sharing through the CRRF web portal and other communication means; ○ Demonstrate and educate staff on functionality of both general business software and information management systems and software through creation of user guides ○ Continually examine work processes and explore opportunities for improving efficiencies through technology, elimination or altering of work processes ○ Manage CRRF website 	50%
	<p>Managing CRRF Programs and Projects</p> <ul style="list-style-type: none"> ○ Facilitate the development of project and program action plans, including documents related to scope, stakeholders, goals and deliverables ○ In consultation with other CRRF staff, plans, implements, and manages projects throughout the project lifecycle, including managing changes that occur and providing summary analytics and recommendations ○ Manages program communications including data and information management ○ Plans, manages, and attends program workshops, meetings and conferences ○ Participates in conferences and presents information sessions and workshops as required ○ Tracks program deliverables and monitors program progress ○ Presents regular reports on program progress, including quarterly and similar program reports 	40%
	<p>Other Accountabilities:</p> <ul style="list-style-type: none"> ○ Keep abreast of relevant issues ○ Develop and maintain professional networks and relationships in this sector ○ Contribute to the development of strategic and business plans ○ Perform other job-related duties as assigned 	10%

Working Conditions:	<ol style="list-style-type: none"> 1. Hours of work – 40 hrs/week (full-time); hours between 9:00am – 5:00pm, Monday – Friday 2. Location - CRRF office, 6 Garamond Court, Toronto, ON 3. Working environment <ul style="list-style-type: none"> ○ Office setting - quiet office space; may work with other departments / teams in various locations ○ Some travel may be required ○ Ability to attend early morning, evening, and weekend meetings may be required ○ Some project work will be in fast-paced with tight deadlines 	
Minimum Required Technical Skills / Qualifications		
Knowledge, Education, Training	<ul style="list-style-type: none"> ○ Bachelor degree in Business, Computer Technology or equivalent ○ Project Management certificate ○ Knowledge of French is an asset 	
Experience	<ul style="list-style-type: none"> ○ A minimum of 3 years of experience in Project Management and Digital Asset Management ○ Knowledge of project management principles and leading practice is an asset ○ Social Media Marketing and Content development is an asset ○ Extensive knowledge of content management systems (ideally Joomla and web technologies (HTML5, responsive web design/RWD). ○ Advanced skills with the full Microsoft® Office suite. 	
Minimum Required Behavioural / Soft Skills		
Communications	<ul style="list-style-type: none"> ○ Must have clear and concise written and verbal communication skills ○ Ability to facilitate stakeholder workshops and walkthroughs ○ Ability to communicate with all levels of an organization, both internally and externally ○ Communicates in a clear and concise manner 	
Problem Solving	<ul style="list-style-type: none"> ○ Able to independently resolve issues ○ Able to innovate and find creative solutions to work within constraints and meeting organizational needs 	
Builds Collaboration	<ul style="list-style-type: none"> ○ Strong interpersonal skills ○ Collaborative; encourages and champions team / organizational collaboration 	
Drive and adaptability	<ul style="list-style-type: none"> ○ Pro-active and will take initiative to drive results ○ Able to adjust to changing organizational needs and communicate / manage expectations ○ Fosters flexibility and open-mindedness in team 	
Excels at Execution	<ul style="list-style-type: none"> ○ Detail-oriented and able to multi-task effectively ○ Strong ability to prioritize and meet deadlines ○ Able to work under stress and conflicting timelines, when necessary 	

Interested Canadian candidates are asked to submit their curriculum vitae with a cover letter and availability date until November 15, 2020, to:

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While all responses will be appreciated and handled in strictest confidence, only those being considered for interviews will be acknowledged.