



Canadian
Race Relations
Foundation

Fondation
canadienne des
relations raciales

JOB DESCRIPTION | Director of Programs and Outreach

The Canadian Race Relations Foundation

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.

Position Summary

Job title	Director of Programs and Outreach
Job classification	Non-Unionized
Status	Permanent,
Hours	Full time
Hours of work	daytime hours Ability to travel and attend weekend, early morning and evening meetings required
Work environment	CRRF office, 6 Garamond Court, Toronto, Ontario Working from home during the Pandemic while the office is closed
Salary Range	The hiring salary range for the position is from \$90,000 to \$110,000 commensurate with experience and qualifications. CRRF offers a comprehensive benefit package which includes three weeks of vacation, 4% of annual income towards RRSP plan, and life, disability, medical and dental care insurance.
Probationary Period	180 days.

I. Position title: Director of Programs and Outreach

Purpose of Position

Reporting to the Executive Director, the Director of Programs and Outreach is a member of the Senior Leadership Team for the Canadian Race Relations Foundation and provides leadership in setting policy and strategic direction. The Director is responsible for leading the development and execution of the Foundation’s programs and outreach activities. The Director plays a key role in stakeholder management, ensuring that the Foundation maintains positive relationships with anti-racist organizations and program partners.

II Reports to: Executive Director

III. Supervises: Outreach and Program Staff

IV. Job Summary:

To direct, manage and evaluate the activities and operations of the Program unit and take the leadership role in implementing and delivering programs and activities so as to meet the mandate and further the strategic goals of CRRF

V. Job Duties and Responsibilities:

1. General Management

- Design, conceptualize and plan the Foundation’s program activities, taking into consideration the mandate, mission, goals and priorities of the Foundation
- Monitor and evaluate the efficiency and effectiveness of the operation of the programs unit; identify opportunities for improvement and direct the implementation of changes
- Ensure successful delivery of CRRF programs and projects, including but not limited to education workshops, Beyond Racism, National Roundtables, Community Conversations and more.
- Provide relevant and timely report and/or updates as required (Board meetings, Committee meetings, Annual Report, Newsletter and report in compliance with the Multiculturalism Act)
- Manage and develop subordinates including: hiring, orientation, training, professional development and evaluation to ensure impact of the highest, cost effective quality, accountability and integrity

- Provide timely and regular updates on all relevant events and activities for publication in the newsletter and/or on CRRF website

2. Outreach

- Provide direction to the CRRF Regional Staff to ensure outreach goals are met
- Develop strategic, measureable goals for community outreach and engagement for regional staff across Canada
- Ensure the CRRF is kept abreast of emerging regional race relations issues

3. National Conference

- Will be responsible for the planning and execution of the CRRF Annual Anti-Racism Conference in collaboration with the Federal Anti-Racism Secretariat

4. Community Events and Relations

- Represent CRRF professionally on external meetings/functions or at meetings, as designated
- Contribute to planning and provide support to CRRF's participation in international and domestic conferences
- Provide input and support to planning and presentations at Board meetings and community events

5. Others

- Function as a member of the Management Team to address management issues as they arise
- Liaise with all appropriate committees, facilitate meetings and serve as committee secretary if necessary
- Contribute to the development of strategic planning and annual budget
- Perform other job-related duties as assigned

VI. Education, Experience, Knowledge, Skills and Attributes:

- Preferably in social science
- Minimum seven years management experience, particularly in program development, contract and project management.
- Minimum five years supervisory experience, preferably experience in unionized environments
- Knowledge and understanding of public policy and legislative issues related to systemic racism, race relations, prejudice and hate crime
- Ability to analyze, create plans for and implement strategic solutions and related goals
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Excellent planning, interpersonal, organizational and problem solving skills
- Strong computer skills
- Proficiency in French is an asset

Personal Attributes:

- Ability to work independently and in a team
- Resourceful and able to adapt and manage changes
- Trustworthy, discreet
- Sound judgment
- Able to take initiative; proactive
- Thorough, reliable and accurate
- Able to work under pressure and meet deadlines

You must meet all the essential qualifications in order to be appointed to the position. Other qualifications may be a deciding factor in choosing the person to be appointed. Some essential and other qualifications will be assessed through your application process.

Proof of Canadian residency or citizenship, education, and three references from your previous supervisor and coworkers will be requested if you are considered for the position.

Contact Information

To find out more about the CRRF and this job opportunity, please visit our website at www.crrf-fcrr.ca

Interested Canadian candidates are asked to submit their curriculum vitae with a cover letter and availability date till **May 21, 2021** to:

Arsalan Tavassoli MA, CPA
Director, Finance and Administration
Canadian Race Relations Foundation

By email: hr-rh@crrf-fcrr.ca

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