



JOB DESCRIPTION | Regional Coordinator

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.

CRRF is looking for an experienced **Regional Coordinator** to develop and strengthen a regional CRRF presence that furthers the CRRF's goals in the fight against racism across Canada.

The duties of the Regional Coordinator include developing and maintaining regional relationships, monitor regional program grants, and plan and deliver regional CRRF events and initiatives in consultation with Program Managers, under the direction and oversight of the Director of Programs and Outreach.

Position Summary

Job title	Regional Coordinator (BC/NWT/Yukon)
Job classification	Unionized
Status	Two-year contract
Hours	Full time
Hours of work	Daytime hours Ability to travel and attend weekends, early morning and evening meetings required
Work environment	Remote
Salary Range	The hiring salary for the position is \$70,000 , commensurate with experience and qualifications. CRRF offers a comprehensive benefits package, which includes three weeks of vacation, 4% of annual income towards RRSP plan, life, disability, medical and dental care insurance.
Probationary Period	60 days.

The Regional Coordinator will be required to:

- Establish CRRF regional presence, develop relationships and monitor public policy.
- Develop and maintain professional networks and relationships in the assigned region on behalf of CRRF.
- Monitor public policy related to CRRF's priority areas and provide regular updates.
- Organize engagement meetings and campaigns at the regional level.
- Represent CRRF in a variety of public settings to increase awareness, in coordination with local board members.
- Update the relationship management database for the assigned region.
- Evaluate needs of regional and community groups in consultation with board members, and make recommendations to the Program Manager.



Support CRRF regional grant applicants.

- Liaise with grant applicants to support, review, recommend and provide advice as needed; monitor and report back on grantees.
- Attend events co-funded by CRRF at the regional level.

Other Accountabilities

- Keep abreast of relevant issues.
- Contribute to the implementation of CRRF's business plan.
- Assign internal meetings.
- Provide proper documentation and receipts.
- Liaise with current and past board members, as appropriate.
- Perform other job-related duties as assigned.

Education, Experience, Knowledge, Skills and Attributes

Education

Bachelor's degree in social sciences, a related field, and/or equivalency in experience. Training in race relations, anti-racism, grant administration, community building and engagement is a definite asset.

Experience

- Community engagement and relationship-building.
- Grant fund administration, review and communication.
- Professional public speaking and presentation skills.
- Proficiency with computer programs such as Microsoft Office.
- Comfortable using Zoom and other platforms as required for hosting online meetings and events.
- Project management and reporting.

Knowledge & Skills

- Must have clear and concise written and verbal communication skills.
- Able to independently resolve issues.
- Able to seek support as needed to problem solve.
- Able to innovate and find creative solutions to work within constraints.
- Strong interpersonal skills.
- Collaborative spirit.
- Grassroots community-based approach.
- Pro-active and takes initiative to drive results.
- Able to adjust to changing organizational needs and communicate / manage expectations.
- Able to foster flexibility and open-mindedness in a team.
- 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.
- Working proficiency in both official languages is an asset.

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

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



Canadian
Race Relations
Foundation

Fondation
canadienne des
relations raciales

To Apply:

Please email your curriculum vitae with a cover letter to our recruitment partner, Laura Gauley, at lgauley@businesssherpagroup.com.

Application Deadline:

December 15, 2021: While all applications are appreciated and will be handled in the strictest confidence, only those being considered for an interview will be contacted.

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.