



JOB DESCRIPTION | Communications 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.

CRRF is looking for an experienced Communications Manager to manage the production of clear, timely, compelling communications. The Communications Manager must demonstrate excellent writing skills, as well as broad competencies writing for various online platforms.

The Communications Manager will be responsible for creating content in line with CRRF's strategic communications vision. The Communications Manager must be experienced in designing and executing scalable communications strategies that drive impactful results in growing our programs and brand across multiple communications functions: web, social media, marketing, stakeholder management, and copyediting. The Communications Manager must be able to create and maintain relationships with media professionals as part of a strategic media relations strategy that would be designed and implemented by the Communications Manager.

Position Summary

Job title	Communications Manager
Job classification	Unionized
Employment Status	Fulltime salaried contract until March 31, 2025
Hours	35 hours per week Ability to travel and attend weekend, early morning and evening meetings as required
Work location	Can work remotely from anywhere in Canada, hybrid working setting but may return to on site where applicable
Salary	\$76,125 per annum. 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:

- Design, manage and monitor CRRF's communications planning and media relations while working collaboratively with the internal team supporting the social strategy and building meaningful engagement with CRRF's various audiences.
- Work with the management team to organize, schedule press conferences, live remotes, and interviews as required.
- Coordinate and manage media partner activity, oversee press activity on site at events, and coordinate announcements with media partners.
- Research, write, and proof copy for press releases, webpages, opinion pieces.
- Provide support to the senior leadership team and other staff as required, including writing speeches, speaking notes, issues management and key messages, and prepare presentation decks.
- Manage relationships with external vendors including processing invoices and overseeing deliverables.



- Contribute during team meetings including suggesting ideas, brainstorming or providing feedback citing Communications best practices.
- Maintaining CRRF's brand and messaging across platforms.

Other Accountabilities:

- Keep abreast of relevant issues through media monitoring.
- Contribute to internal and external communications planning and programming
- Develop and maintain professional networks and relationships in this sector.
- Perform other job-related duties as assigned.

Qualifications:

- Fluently bilingual (reading and writing) in French and English is considered essential.
- Undergraduate degree (or equivalent experience) in journalism, communications, business, or marketing, or related field.
- Certificate or diploma in public relations, marketing, digital marketing or analytics is an asset.
- Minimum 3 years of recent related experience in communications, publications, and design/marketing principles.
- Demonstrated ability to write compelling copy for various platforms.
- Technical skills such as social media design, videography, editing, podcasting are assets.
- Proven writing/editing, and presentation skills.
- Experience with project management and reporting.
- 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.
- Experience working with non-profits in the areas of social justice, racial equity and diversity.
- Possess a passion for public advocacy, and demonstrate an understanding of the current challenges of racism and the opportunities for anti-racism work.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

To Apply:

Please send cover letter and résumé by **January 6, 2023**:

Veronica Xie
HR Advisor
Email: 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.

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.