



JOB DESCRIPTION | Regional Coordinator (BC/YK/NWT)

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/YK/NWT)
Job classification	Unionized
Employment Status	Fulltime salaried contract until March 2025
Hours	35 hours per week Ability to travel and attend weekend, early morning and evening events and meetings
Work location	B.C./YK/NWT ; hybrid work setting but may return to on site where applicable
Salary Range	\$65,975 to \$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::

- 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.
- Facilitate programming and meetings in person and virtually in consultation with program managers.



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.

Qualifications:

- Undergraduate degree, college diploma or certificate (or equivalent experience) in social sciences, public policy, or related field. Training in race relations, anti-racism, grant administration, community building and engagement is a definite asset.
- Have influential skills to develop community engagement and relationship-building.
- Knowledge of grant fund administration and demonstrated experience with reviewing applications and communicating inquires regarding grant.
- Familiar 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.
- Excellent interpersonal and communication skills (written and verbal) with proven ability to manage multiple stakeholders
- Capable of independently driving solutions, with ability to seek support as needed when solving problems. Able to innovate and find creative solutions to work within constraints.
- Flexible attitude, teamwork and cooperation skills; collaboration, relationship building skills, diplomacy and discretion.
- Grassroots community-based approach.
- Pro-active and takes initiative to drive results.
- Able to adjust to changing organizational needs and communicate / manage expectations.
- Ability to handle and prioritize multiple tasks and deliver projects on time in a dynamic environment. Able to work under stress and conflicting timelines, when necessary.
- Working proficiency in both official languages is an asset.
- Possess a valid driver license is an asset.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

To Apply:

Please send cover letter and résumé by **November 29, 2022** to

Veronica Xie

HR Advisor

Email: hr-rh@crrf-fcrr.ca



Canadian
Race Relations
Foundation

Fondation
canadienne des
relations raciales

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.