



Canadian  
Race Relations  
Foundation

Fondation  
canadienne des  
relations raciales

## Job Description | Regional Coordinator (Atlantic)

### 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.

The Regional Coordinator plays a pivotal role in establishing and maintaining the regional presence of the Canadian Race Relations Foundation (CRRF). This position involves extensive engagement with community organizations, local governments, and stakeholders to advance the mission and priorities of the CRRF.

Reporting to the Associate Director of Community Investment, the Regional Coordinator will develop and maintain regional relationships, conduct targeted outreach, and monitor regional program grants and sponsorships. In collaboration with Program Managers, they plan and deliver regional virtual and in person CRRF events and initiatives to promote community engagement and address racial discrimination.

#### Position Summary:

<b>Job title:</b>	Regional Coordinator (Atlantic)
<b>Job classification:</b>	Temporary/Contract
<b>Employment Status:</b>	Six month contract
<b>Hours:</b>	35 hours per week Ability to travel and attend weekend, early morning, and evening meetings as required
<b>Work location:</b>	Hybrid working setting based on the locations in Atlantic Canada, with the possibility of returning to on-site work where applicable
<b>Salary:</b>	<b>\$73,146- \$77,267 per annum.</b>

#### Responsibilities:

- Create and nurture a regional outreach pipeline, establish contacts, and engage with community groups focused on anti-racism and anti-hate to promote CRRF's regional and national programs, workshops, and collaborations, including the following:
  - Initiate new relationships with organizations working on anti-racism and combatting hate.
  - Both participate in and facilitate the participation of other CRRF staff and regional board members to ensure adequate representation and speaking opportunities at events co-funded or sponsored by the CRRF at the regional level.
  - Attend and build relationships at local policy and anti-racism conferences and events that align with CRRF's strategic priorities and programming.
  - Map out the anti-racism landscape of the region and monitor public policy related to CRRF's priority areas. Create presentations and provide regular updates to senior leadership.



- Organize roundtables, campaigns, workshops, and meetings with local communities and local governments.
  - Update the CRRF's stakeholder database and other outreach trackers for the assigned region.
  - Support the development of large-scale conferences and dialogues
- Support and monitor CRRF regional grants and sponsorships:
  - Promote CRRF funding opportunities across the region and liaise with eligible organizations to support participation in CRRF funding and granting opportunities, support, and
  - Monitor grantees to ensure compliance with grant agreements, negotiate amendments, review reports, and offer appropriate recommendations.
  - Liaise with grantees to respond to inquiries, provide information, and follow up on deliverables.
  - Creating monitoring reports for granting and funding programs.
- Evaluate regional and community groups in consultation with board members and other staff and make recommendations to the Associate Director of Community Investment and the Director of Programs in accordance with CRRF overall priorities, funding commitments, and programs.  
(Please visit [www.crrf-fcrr.ca/statements-announcements](http://www.crrf-fcrr.ca/statements-announcements) for the information regarding our current events, programs, grant information and more)
- Other Accountabilities:
  - Report to the directors of both the Community Investment and Programs departments
  - Conduct internal and external meetings in person and virtually in consultation with Program Managers.
  - Contribute to the implementation of CRRF's business plan.
  - Provide proper documentation and receipts.
  - 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.
- Preferred at least 3 years working experience in a similar role.
- Have influential skills to develop community engagement and relationship building.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Knowledge of grant fund administration and demonstrated experience with monitoring through the full granting cycle.
- Proficiency with Microsoft Office (Outlook, PowerPoint, Word, Excel, SharePoint) and other digital tools and applications. Comfortable using Zoom and other platforms as required for hosting online meetings and events.
- Familiar with agile project management and able to work in a matrix reporting structure.
- 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.
- Ability to work in a cross-functional team and collaborate across departments to achieve common goals.
- Able to adjust to changing organizational needs and communicate / manage expectations.
- Ability to handle and prioritize multiple tasks, delivering projects to meet short deadlines in a dynamic environment. Detail- oriented and able to complete work in a timely manner.
- Grassroots community-based approach.
- Pro-active and takes initiative to drive results.



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- Fluent in French is an asset.
- Possess a valid driver's license is an asset.

**To Apply:**

Please submit the cover letter and résumé by **July 8, 2024**, to:

**Email: [hr-rh@crrf-fcrr.ca](mailto:hr-rh@crrf-fcrr.ca)**

Some essential and other qualifications will be assessed through your application process. Proof of eligibility to work in Canada and education, and three professional references from your previous supervisor(s) and coworker(s) may be requested if you are considered for this position.

Interviews will be held via Zoom or Teams. 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 accommodation-related requirements/needs in your application.