



JOB DESCRIPTION | Program 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.

The Program Manager coordinates the CRRF's projects, events, initiatives, and programs, under the direction and oversight of the Director of Programs and Outreach.

Position Summary

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| Job title | Program Manager |
| Job classification | Unionized |
| Employment Status | Two-year fulltime salaried contract |
| Hours | 35 hours per week Ability to travel and attend weekends, early morning and evening meetings required |
| Work location | Hybrid working setting but may return to work on site as required |
| Salary | \$77,267-\$92, 720 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:

Strategic Program Design:

- Under the guidance and oversight of the Director of Programs and Outreach, design 15+ national, regional, and local events, initiatives, and programs that align with the CRRF's mandate and strategic priorities.
- Conduct research to support program ideation, including policy initiatives aligned with programming, scans of complimentary and comparable initiatives, potential speakers and partners, audience mapping, trauma-informed practices, and more.
- Organize brainstorming sessions and liaise with other CRRF departments to gather input on program design.
- Identify risks and mitigation strategies and integrate contingencies in the program plan to ensure smooth delivery of programs.
- Develop program concepts and briefing notes, and brief the Director, Executive team, and the CEO to ensure program approval.



- Identify, build, and strengthen relationships with program partners and collaborators, including government departments (federal, provincial, and municipal), other crown corporations, charities and nonprofits, community leaders, and grassroots initiatives.
- Liaise with consultants to gain strategic advice on program design and report back to the team.

Program Coordination and Logistics Management:

- Coordinate a program throughout its lifecycle, including managing pivots and time-sensitive changes using Asana and other project management tools.
- Lead the development of workback plans, run of show, agendas, and other program coordination documents to ensure team members are informed of the workflow.
- Track and update on progress towards programmatic milestones to support the Director of Programs and Outreach in ensuring we are on track for program delivery.
- Monitor and record programmatic expenditure and liaise with the Finance Department to ensure vendors are paid.
- Source quotes and secure vendors while meeting internal policies and manage relationships with vendors across a variety of programs.
- Provide onsite programmatic support, including managing speakers, VIPs, registration processes, vendors, and more.

Outreach Support:

- Keep abreast of issues and experts relevant to CRRF's mandate.
- Utilize outreach information provided by Regional Coordinators to strengthen program delivery.
- Support outreach efforts of Regional Coordinators, as needed, to ensure effective programming.
- Assist with the creation of outreach documents for programs.
- Develop and maintain professional networks and relationships in this sector.

Other:

- Create summary and post-event reports and presentations for internal and external audiences, using data derived from survey tools and other sources.
- Participate in conferences and present information sessions and workshops as required.
- Contribute to internal update reports for the ED's office and Board.
- Report and manage multiple programs concurrently when the Director of Programs and Outreach is away.
- Contribute to the implementation of CRRF's business plan by supporting the delivery of programs and initiatives organization-wide, with the guidance of other CRRF departments.
- Conduct internal and external meetings in person and virtually to deliver organizational goals.

Qualifications:

- Demonstrated commitment to anti-racism, valuing diversity, and contributions to an inclusive working and learning environment.
- Bachelor's degree in social sciences, a related field, and/or equivalent experience. Training in race relations, anti-racism, grant administration, community building and engagement is a definite asset, in addition to a certificate in project management.
- A minimum of 3 years of experience managing multiple regional and national programs and events (e.g., conferences, workshops), simultaneously using trauma-informed and community-centered practices.



- Knowledge and experience implementing agile project management principles, tools, and software in a fast-paced and dynamic environment.
- Ability to brief the senior leadership team on programs clearly and concisely.
- Ability to communicate complex program workback plans to colleagues.
- Ability to independently resolve issues, innovate and find creative solutions to challenges, while working within constraints and meeting organizational needs.
- Training in race relations, anti-racism, grant administration, community building, and engagement is a definite asset.
- Experience working in a government or crown corporation environment is an asset.
- Ability to define and communicate program objectives, strategy, and key performance indicators in a clear and concise manner.
- Strong interpersonal and collaborative skills.
- Ability to adjust to changing organizational needs and communicate/manage expectations.
- Detail-oriented and ability to multi-task effectively.
- Strong ability to prioritize and meet deadlines.
- Ability to work under stress and conflicting timelines, when necessary.
- Ability to manage budgets and ensure compliance with CRRF policies.
- Proficiency in French is an asset.

To Apply:

Please send cover letter and résumé by **September 26, 2024, to:**

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.