



Canadian  
Race Relations  
Foundation

Fondation  
canadienne des  
relations raciales

## JOB DESCRIPTION | Administrative Assistant

### 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 CRRF is currently seeking a responsible Administrative Assistant to perform various administrative and clerical tasks. The role involves providing support to our various program departments, assisting in daily office needs, and managing general administrative activities within a cross-function team.

#### Position Summary

**Job title:** Administrative Assistant

**Job classification:** Unionized

**Employment Status:** Fulltime Salaried Permanent

**Hours:** 35 hours per week  
Ability to travel and attend weekend, early morning, and evening meetings as required

**Work location:** Toronto head office. Hybrid working setting, with the possibility of returning to on-site work where applicable

**Salary:** **\$51,511 - \$56,662 per annum.** CRRF is a unionized workplace, and the position and its salary are subject to a Collective Agreement.

#### Responsibilities:

- Answer phone calls manage general email inquiries and direct the information to the corresponding department.
- Schedule appointments and coordinate meetings.
- Prepare and edit funding agreements/contracts, correspondence, reports, and presentations.
- Organize and maintain physical and digital filing systems.
- Assist with travel accommodations for the departments, including paperwork, flights, hotels, and transportation.
- Assist in the preparation of meeting materials.
- Attend meetings, take minutes, and distribute them to relevant parties.
- Manage and respond to routine correspondence.
- Input and update data in databases.
- Maintain accurate records of important information.
- Provide general administrative support to team members and executives.
- Assist with special projects and tasks as needed.

#### Qualifications:

- High school diploma or equivalent experience; additional qualifications in Office Administration are a plus
- Minimum of 3 years of experience as an Administrative Assistant or in a similar role.
- Proven experience in handling a large volume of paperwork.
- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.



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- Ability to handle multiple tasks and prioritize work effectively.
- Discretion and confidentiality in handling sensitive information.
- Ability to work independently and as part of a team.
- Proficiency with Microsoft Office (Outlook, PowerPoint, Word, Excel) and other digital tools and applications, including but not limited to Google Calendar, Salesforce and the Box platforms management. Comfortable using Zoom and other platforms as required for hosting online meetings and events.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

**To Apply:**

Please submit the cover letter and résumé by **November 22, 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 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 accommodation-related requirements/needs in your application.