



JOB DESCRIPTION | Regional Coordinator (Prairies/ Nunavut)

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 duties of the Regional Coordinator include developing and maintaining regional relationships, conducting targeted outreach, and monitoring CRRF-funded grants and sponsorships under the direction and oversight of the Associate Director of Community Investment.

The Regional Coordinator also manages CRRF events, tours, meetings and initiatives, in-person and virtually. The Coordinator delivers programming and initiatives aligned with CRRF's strategic priorities with direction from the Director of Programs and alongside Program Managers and other Regional Coordinators.

Position Summary

Job title: Regional Coordinator (Prairies/NU)

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: Prairies/ Nunavut regions. Hybrid work setting, may work on site as required.

Salary: **\$73,146 per annum.** CRRF is a unionized workplace, and the position and its salary are subject to a Collective Agreement.

Benefits: CRRF offers a comprehensive benefits package, which includes three weeks of vacation, two Personal Floating Days, sick days, and 4% of annual income towards the RRSP plan, and life, disability, medical, and dental care insurance.

Probationary Period: 90 days.

Responsibilities:

1. Outreach

Design and implement outreach strategies, establish contacts, and engage with community groups focused on anti-racism and anti-hate. This includes the following:

- Initiate new relationships with organizations working on anti-racism and combatting hate.
- Promote CRRF funding opportunities across the region and liaise with eligible organizations to support participation in CRRF granting and sponsorship opportunities.



- Participate in and facilitate the participation of other CRRF staff and regional board members to ensure adequate representation and speaking opportunities at regional events funded or sponsored by the CRRF.
- 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.
- Update the CRRF's stakeholder and outreach database for the assigned region.

2. Grant Monitoring

Support and monitor CRRF grants and sponsorships. This includes the following:

- Monitor grants to ensure compliance with grant agreements, negotiate amendments, review reports, and offer appropriate recommendations to support successful grant implementation.
- Liaise with grantees to respond to inquiries, provide information, and ensure timely and accurate submission of reports.
- Create and maintain comprehensive records, documents and transactions to keep senior leadership and partners updated on progress.
- Ensure all funded project milestones and outcomes are met through monitoring, troubleshooting, and communication with grantees.
- Create monitoring reports for granting and funding programs and liaise with partnerships managers and administrative staff to coordinate grant payments.
- Coordinate sponsorship activities with community organizations and monitor commitments associated with sponsorships.

3. Programming

Ensure successful delivery of anti-hate and anti-racism programming. This includes the following:

- Organize roundtables, conferences, dialogues, campaigns, tours, and meetings with local communities and governments.
- Develop programming documents for speaker engagement and management, program promotion, and others as needed.
- Ensure that project milestones and outcomes are met in a proactive manner using Asana and other project management tools.
- Participate in meetings with program partners to ensure clear communication of program planning.
- Meet with regional stakeholders to promote CRRF's regional and national programs, workshops, and collaborations.
- Coordinate outreach efforts with program delivery priorities.

4. Other Accountabilities

- 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



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visit <https://crrf-fcrr.ca/statements-announcements/> for the information regarding our current events, programs, grant information and more)

- 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.
- Seek approval from the Associate Director of Community Investment to attend external meetings and events.
- Provide proper documentation and receipts for expenditure.
- 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.
- Demonstrated commitment to anti-racism, valuing diversity, and contributions to an inclusive working and learning environment.
- Preferred at least 3 years working experience in a similar role.
- Skills to develop community engagement, relationship building and a grassroots community-based approach.
- Knowledge of grant fund administration and demonstrated experience with monitoring through the full granting cycle.
- 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.
- 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 the 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.
- Pro-active and takes initiative to drive results.
- Fluent in French is an asset.
- Possessing a valid driver's license is an asset.

To Apply:

Please submit the cover letter and résumé by **January 13, 2025**, to:

Email: hr-rh@crrf-fcrr.ca

Some essential and other qualifications will be assessed through your application process.



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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.