



JOB DESCRIPTION | Program Manager (Quebec)

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 (Quebec) duties include developing and implementing programming at the Canadian Race Relations Foundation (CRRF) specific to the Quebec department. The Program Manager is responsible for enhancing the existing relationships with partners across Quebec while building new relationships; managing stakeholders and internal and external meetings; researching, assessing and delivering projects to address racism.

Position Summary

Job title	Program Manager (Quebec)
Job classification	Unionized
Employment Status	Regular Fulltime Salaried
Hours	35 hours per week Ability to travel and attend weekend, early morning and evening meetings as required
Work location	Montreal, Quebec; hybrid working setting but may return to on site where applicable
Salary	\$77,267- \$92,720per 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, dental care insurance and professional development fund.
Probationary Period	90 days.

Responsibilities:

Program Operations in Quebec

- Facilitate development of project and program action plans, including documents related to scope, stakeholders, goals, and deliverables.
- Track program deliverables and develop program progress evaluations, including quarterly and similar program reports as requested.
- Create briefing and issue analysis documents such as: briefing notes, research papers and program options notes, jurisdictional and environmental scans, PowerPoint presentations. Regular written and oral overview of Quebec's pressing issues to Senior Leadership, through press reviews, social media, etc.
- Ability to attend public facing events as well as internal events with Executive Director Office, directors and staff) at the direction of the Director or on the Director's behalf.



- Plan, implement, and manage projects throughout the project lifecycle, including managing unexpected changes that occur and providing summary analysis and recommendations.
- Manage program communications including data and information management.
- Collaborate with internal teams, external partners, and stakeholders to plan and execute a variety of programs.
- Organize and participate in conferences and present information sessions and workshops as required.

Programs and Projects

- Identify emerging program engagement opportunities for the CRRF in Quebec.
- Provide advice to the Quebec Director on program development and partnership engagement.
- Coordinate and oversee projects and programs in alignment with the objectives set by the Quebec Director.
- Manage program budgets, resources, and timelines to ensure successful delivery of initiatives.
- Monitor and evaluate program effectiveness, making necessary adjustments to optimize outcomes.
- Develop stakeholder engagement and consultation material i.e. agendas, notes, strategies, reports and Q&A documents.
- Map out the anti-racism landscape of the region and monitor public policy related to CRRF's priority areas.
- Foster and maintain strong relationships with community organizations, government agencies, and other relevant stakeholders, while promoting CRRF grants and programs to the public.
- Review funded applications and serve as the main point of contact during the implementation phase of awarded projects.
- Collaborate internally with cross-functional teams to successfully deliver interdepartmental projects, acting as a liaison between internal departments and external stakeholders.
- Support all the CRRF's priorities including but not limited to combating hate crimes, youth programming and granting initiatives, etc.

Other

- Apply project management methodology to manage and deliver on projects (including measuring outcomes and meeting KPIs) and draft high-quality documents for CRRF staff and EDO involved in the project.
- Stay current on relevant race relations issues, especially relevant policy debates, trends, policies and changes that affect the CRRF's strategy and policy direction in Quebec.
- Contribute to the development of strategic and business plans.
- Perform other job-related duties as assigned.

Qualifications:

- Degree or diploma (or equivalent combination of education and experience) in social sciences, public policy, non-profit project management or related fields.
- At least 3 years of experience in program and/or project management, including 2 years focused on public policy-related writing, projects or programs. Expertise in program development, contract management, and project oversight is preferred.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Must be fluently bilingual in both French and English, with strong written and verbal communication skills.
- Demonstrated ability to build and nurture relationships with local organizations, communities, and various levels of government.



- Previous community-related work experience along with an existing network of stakeholders from diverse communities, institutions, and government bodies is an asset.
- Experience and/or strong understanding of race relations inter-cultural dynamics in the Quebec context, the impact of race discriminations and anti-racism engagement activities. Excellent familiarity with Quebec landscape, cultural nuances, current affairs, and local communities
- Solid knowledge of Canadian and Quebec policies, and legislative landscape related to systemic racism, race relations, and hate crimes. .
- Excels in delivering articulate, written and oral briefings to directors, Executive Director Office and external community partners as required.
- Excellent planning, interpersonal, organizational and problem-solving skills. Ability to work independently and collaboratively within a team. Skilled in leading or supporting multi-stakeholder meetings, ensuring clear outcomes and defined next steps.
- Strong efficiency and adaptability to high-pressure situations without compromising accuracy. Capable of maintaining quality work in a fast-paced environment where priorities can shift rapidly.
- Proficiency with Microsoft Office (Outlook, PowerPoint, Word, Excel, Teams, SharePoint, OneDrive, etc.) and other digital tools, including but not limited to Google Calendar, Salesforce and Asana. Comfortable using Zoom and other platforms as required for hosting online meetings and events.

To Apply:

Please send cover letter and résumé by **June 4, 2025**:

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.