



JOB DESCRIPTION | Associate Director of Programs & Outreach

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 Associate Director of Programs and Outreach serve as a vital member of the Senior Leadership Team at the Canadian Race Relations Foundation. In this capacity, the Associate Director assists the Director to provide leadership in setting departmental policy and strategic direction, particularly in the development and execution of the Foundation's programs and outreach activities.

The Associate Director oversees the planning and execution of a portfolio of programs and outreach initiatives across the country in collaboration with other departments and external partners. Additionally, the Associate Director assists the Director with building key relationships across governments (including Indigenous governments), charities and nonprofits, community organizations, and other stakeholders as needed.

Position Summary

Job title	Associate Director of Programs & Outreach
Job classification	Non-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, with regular in person meeting, travel as required and the possibility of returning for on-site work where applicable
Salary	\$97,000 – \$105,000 per annum. 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	6 months



Responsibilities:

Programmatic Oversight and Direction

- Assist the Director in managing the Department's portfolio of national, regional, and local programs. These programs include fellowships, policy conferences, community dialogues, resource toolkits and educational workshops.
- Oversee the work of Program Managers and Regional Coordinators to ensure deliverables are met in a timely manner and respond to programmatic requirements.
- Maintain programmatic delivery standards using risk mitigation, project planning, partnership development, and interdepartmental collaboration. Ensure programs are accessible, trauma-informed, and mindful of complex regional dynamics.
- Alongside the Director, innovate new programs aligned with the organization's mandate and strategic priorities.
- Assist the director in monitoring and evaluating the efficiency and effectiveness of program operations, identifying opportunities for refinement and implementing necessary changes.
- Liaise with consultants to ensure effective management of privacy, accessibility, official languages, and other key compliance requirements within programs. Oversee departmental compliance of Treasury Board of Canada and other government directives.
- Prepare and review programmatic budgets, briefing notes, evaluation reports and other key documents throughout the program lifecycle.
- Lead the onsite preparation and delivery of programs in regions across Canada. Manage briefings of the CEO, Associate CEO, Board Members, and onsite team. Navigate last-minute programmatic changes and evolving contexts in alignment with CRRF processes and best practices.
- Travel across the country to deliver programs and events every month with travel ranging from 5-10 business days at a time.

Outreach Management

- Stay informed about emerging regional race relations issues to influence outreach strategies effectively.
- Cultivate and maintain relationships with government agencies, nonprofits, community leaders, and other stakeholders.
- Manage relationships with multiple organizations and government agencies to ensure buy-in, collaboration, issue navigation, and other key priorities.
- Oversee outreach initiatives managed by Regional Coordinators to bring communities together at CRRF and partner events.
- Provide staff with direction to ensure outreach goals are met, including establishing CRRF's regional presence.
- As required, represent the organization at public events, conferences, and in media. Speak on behalf of the organization in alignment with guidance from the Strategic.



Communications Department and Executive Office.

- Work with other departments on organization-wide outreach strategies.

Operational Management

- Share oversight responsibilities of the department's staffing requirements, including day-to-day human resources oversight of a team.
- Assists in supervising a team including monitoring workflows, offering guidance, constructive feedback, and support to foster individual and collective success.
- In consultation with the Director, manage all HR processes related to unionized staff and be able to operate in a matrix environment.
- Monitor and support interdepartmental collaboration and process development.
- Serve as acting Director when the Director is absent.
- Assist the Director with departmental business plans, budgets, and reporting to the executive office.
- Provide day-to-day performance management, ensuring a collaborative and inclusive work environment particularly where the team members are working closely with other departments.
- Support other departmental initiatives and perform additional duties as assigned by the Director.

Qualifications:

- Fluency in French is an asset.
- Strong familiarity with Canadian public policy related to anti-racism, reconciliation, and hate.
- Experience working on these issues in the Federal government landscape is an asset.
- Degree or diploma (or equivalent experience) in Nonprofit Management, Business Administration, Political Science, Public Administration, Project Management, or related field.
- Preferred 3-5 years of experience in program development and management in the nonprofit and/or government sector, preferably in a supervisory or leadership capacity.
- Demonstrated commitment to actively promoting and advancing anti-racism initiatives, influencing systemic change, and understanding intersectionality while fostering diversity, equity, inclusion, and accessibility.
- Experience with Indigenous governance systems, reconciliation frameworks, and respectful relationship building practices.
- Experience in strategic planning, organizational development, and change management.
- Advanced written and verbal communication skills, with experience briefing executives, preparing reports, and providing recommendations to senior leadership.
- Advanced project management skills, with the ability to manage multiple priorities, meet deadlines, and adapt to changing circumstances.



- Demonstrated ability to build and maintain effective relationships with community organizations, nonprofits, and government agencies, with a history of collaboration on racial equity and social justice issues.
- Strong analytical and problem-solving skills, with the ability to evaluate program outcomes and make data-driven recommendations.
- Demonstrated ability to work under pressure while managing several competing priorities and time sensitive deadlines. Ability to pivot and trouble-shoot based on emerging priorities and urgency.
- Proficiency with Microsoft Office (Outlook, PowerPoint, Word, Excel). Comfortable using Zoom and other platforms as required for hosting online meetings and events.
- Previous experience in effectively managing a team, including setting performance goals, providing feedback, and fostering professional development.
- Experience supervising a team operating in different time zones and hours of work.
- Demonstrated ability to mentor and support staff members, promoting a collaborative and inclusive work environment.
- Strong leadership skills to inspire and motivate team members towards achieving the foundation's mission and goals.
- Experience in managing workload distribution, delegating tasks, and ensuring the team's productivity and efficiency.
- Experience working with community groups, agencies, and non-profit organizational culture is required.

To Apply:

Please send cover letter and résumé by **October 2, 2025, to:**

<https://crrf.applytojob.com/apply/barxVPPNIN/Associate-Director-Of-Programs-Outreach>

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.