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# Co-Executive Director of Human Resources and Operations

## Job description

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*The Canadian Council for Refugees is a national non-profit umbrella organization committed to the rights and protection of refugees and other vulnerable migrants in Canada and around the world and to the settlement of refugees and immigrants in Canada. The membership is made up of organizations involved in the settlement, sponsorship and protection of refugees and immigrants. The Council serves the networking, information-exchange and advocacy needs of its membership.*

*The CCR was created in 1978 and has grown steadily since then. It has come to be recognized as a key advocate for refugee and immigrant rights in Canada, educating the public and putting issues onto the national agenda.*

### Summary of the position

Reporting to CCR's Executive Committee, the **Co-Executive Director of Human Resources and Operations** is a part of an exciting new senior leadership team at the CCR which is structured as a tri-partied Co-Executive Directors, each functioning as lead subject matter experts of their portfolio of responsibilities. The Co-Executive Directors seek the input and agreement of their peers, striving for consensus in decisions impacting the whole of the organization. While individual CCR team members will report to individual Co-Executive Director's, cross-organizational collaboration is vital for the success of the CCR.

The CCR is led by an Executive Committee and pursues issues primarily through three Working Groups. The CCR's policy base is established through resolutions adopted in the General members' assembly at annual meetings, as well as in consultation with the Executive Committee, Working Group Co-Chairs, Working Group Steering Committees and members with relevant expertise. The Co-Executive Director of Human Resources and Operations oversees administration, financial management, people and culture and directly supervises the Operations Senior Manager.

- **Job description**

They contribute to the organizational culture through co-creation and enactment of policy, participation in staff and executive meetings and retreats, and involvement in opportunities across the sector that further the mission of the CCR.

**Collaborative management responsibilities:**

- Collaborate with Co-EDs in overseeing and implementing the strategic plan, operational plan, and annual budgeting process;
- Collaborate with co-EDs to oversee and support the staff team;
- Co-facilitate staff meetings, get input from staff regularly;
- Attend Executive meetings and provide regular updates and reports;
- Contribute to an empowering, equitable and just work environment;
- Apply CCR values in all decisions and actions.

**Core responsibilities and accountabilities:**

- Collaborate with, support and oversee the Finance and HR Staff Team

Financial administration

- Develop the annual budget in collaboration with staff, in consultation with the Finance Committee
- Take the lead in working with the Finance Committee on developing a multi-year budget
- Oversee financial management
  1. Prepare and present financial reports for the Executive, monitoring variances from budget
  2. Manage receivables and payables (including invoicing members for dues, in coordination with the Member Services Coordinator)
  3. Ensure effective management of charitable donations, including preparation of tax receipts for Friends of the CCR
  4. Manage relations with banks
  5. Lead the annual audit process
  6. Oversee the maintenance of registered charity status, including the proper issuance of charitable tax receipts
  7. Prepare the annual returns for charitable organizations (T3010 & TP-985.22)

- **Job description**

Human resources

- Recruit, on-board and evaluate staff in partnership with the Co-EDs
- Manage staff salaries through Employeur D
- Manage staff insurance program
- Oversee the creation and application of personnel policies, including the salary and compensation policy, grievance policy, anti-harassment policy etc.
- Oversee and implement professional development opportunities across the team
- Recruit, support and evaluate interns

Administration and office management

- Ensure effective management of registrations to CCR events where payment of fees is involved
- Manage office systems and equipment (computers, online platforms, telephone, internet, photocopier, furniture, office space, etc.)
- Maintain CCR registration with relevant government authorities
- Manage relationships with all suppliers as well as with organizations within office building.

Supervision of administrative team

- Collaborate with, support and oversee the work of the Administrative Staff team in tasks related to administration, CCR meeting logistics and finances.
- Coordinate with other staff members to assign and oversee other administrative tasks to the administrative staff

**Qualifications and skills**

- 3-5 years of experience in human resources, operations and financial management
- Proven track record of strong compassionate leadership
- Commitment to a highly collaborative work environment: Exceptional ability to foster a collaborative and open-door culture with Co-leads, staff, the Executive Committee and Working Groups
- Strong research, writing and communication skills; ability to explain complex issues in an accessible, engaging way, to synthesize information
- Proven ability to plan, prioritize, implement, oversee, and coordinate multiple projects simultaneously
- Demonstrated commitment to human rights, social justice, and anti-oppression
- Proficiency in Microsoft Office, and ability to work with various software

- **Job description**

- Excellent written, verbal, and interpersonal communication skills in both English and French
- Lived experience as a refugee / migrant / immigrant / non-status person is a major asset

### **Core Competencies**

- Organizational and problem-solving skills
- Social-emotional skills
- Facilitation and collaborative engagement
- Applies an anti-oppressive, antiracist lens into all aspects of their leadership
- Strong interpersonal and communication skills
- Highly articulate, with exceptional team-building skills
- Enjoys mentoring people and helping to achieve agreed upon goals.
- Ability to work well under pressure, independently or as part of a team.
- Active listener, with a collegial management approach
- Creative and strong leadership skills, internal and external.

### **Working Conditions**

- 35 hours a week
- Salary range: \$75,000 to \$85,000
- Based in Montreal
- Work in a shared office environment with flexibility given for remote work
- Three weeks of vacation time in the first year of employment
- Access to Group Insurance as well as VRSP Program
- Paid Personal & Sick Days

### **Application Process**

CCR encourages applications from refugees, immigrants, people of color, indigenous and 2SLGBTQIA+ people.

To be considered, candidates are encouraged to send a cover letter and CV to [recruitment@ccrweb.ca](mailto:recruitment@ccrweb.ca) by January 17, 2023. Position will remain open until filled. We welcome all applications but regret that we are only able to respond to applicants invited for an interview. If you have any questions, we encourage you to reach out!