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# Co-Executive Director of Programs, Policy and Government Relations

## 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 Programs, Policy and Government Relations** 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-Ed of Programs, Policy and Government Relations oversees the policy development and advocacy work of the CCR, with a focus on consultation and consensus building. They are responsible for initiating and maintaining relationships with key

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representatives in government, and for collaborating in the development of strategic messages and campaigns.

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**

- In collaboration with Co-Executive Directors, provide visionary leadership, including strategic direction and long-term sustainability for the CCR
- Working in concert with Co-Executive Directors and CCR's Executive Committee, ensure a strong governance framework of the organization
- Oversee the implementation of CCR's Strategic plan in the areas of programming, policy, advocacy and government relationships
- Oversee and support the development, delivery, enhancement, and management of organizational programs and special projects as required by the needs of the organization
- Lead and oversee relationships with government institutions such as IRCC, IRB, CBSA and any others relevant to advancing the protection and rights of refugees and vulnerable migrants
- Oversee, support and lead organizational activities responding to the priorities of CCR's Working groups
- In collaboration with Co-Executive Directors, lead the vision and planning of CCRs consultations and other member meetings
- Oversee all policy work of the CCR, including providing guidance to other staff members working on policy areas and developing CCR policy positions in consultation with the membership
- Oversee research and written submissions on behalf of the CCR

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- Using a consultative approach and with the active participation of CCR member organizations, working groups and staff, propose and plan advocacy initiatives on behalf of the organization
- Identify and cultivate leadership and expertise within the organization, including staff and membership
- Using a consultative approach, develop a strategy to sustain and build other key CCR partnerships
- Act as a lead media spokesperson for the CCR on policy and advocacy issues
- Develop a strategy for CCR's engagement and participation in International spaces key to the development of Refugee policies and rights including but not limited to Canadian NGO Focal Point, ATCR, International NGO Steering Committee, UNHCR EXCOM with the vision of expanding CCR's realm of influence
- Provide staff support to the Legal Affairs Committee, including the monitoring of any cases the CCR is involved in, preparation of affidavits, review of submissions, public communications
- Act as liaison for and manage cases brought to IRCC Case Management
- Collaborate with, support and oversee the work of the Staff team working on policy and advocacy issues, in particular the Director of Settlement Policy

**Qualifications and skills:**

- Knowledge of the field related to CCR's mission
- 3-5 years of experience in overseeing programs, policy and government relations in the non-profit sector, with additional experience being desirable
- 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
- 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

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### **Core Competencies**

- Bridge building, negotiating, and consensus-building
- Institutional thinking including strategic thinking and intersectional analysis
- 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!