



## **JOB POSTING**

### **Program Officer**

The Community Radio Fund of Canada is seeking a full-time fully bilingual (English/French) program officer who will be responsible for the implementation of CRFC programs. This person will join our dynamic team and work with applicants and recipients throughout the year to provide support, encourage participation, assess funding applications and reports, and manage contribution agreements.

#### **Responsibilities**

- ✓ With the Program Director, create and/or review the programs' guidelines, application forms, evaluation grids and any documents relevant to the submission and assessment process of applications for funding.
- ✓ Guide applicants in the preparation of their project proposal and application, to confirm the eligibility, the pertinence and the quality of funding applications.
- ✓ Support the work of the selection committee, including but not limited to conducting the information session and the final meeting of the committee, making sure members have the proper tools required for their work, taking notes during meetings, and supporting the members during the selection process of funding applications.
- ✓ Undertake follow-ups with applicants after the assessment process, including but not limited to notifying applicants if their application was denied or accepted, writing and sending contribution agreements and communication tools provided to recipients, and providing feedback to unsuccessful applicants, if necessary.
- ✓ Provide support to recipients during the funding period, including but not limited to answering questions and monitoring projects, reading mid-term and final reports, and ensuring recipients meet the requirements and deadlines as specified in the contribution agreements.
- ✓ Assess and gather report data, including but not limited to analyzing mid-term reports and addressing any problems to the Program Director, analyzing final reports for compliance purposes, recommending payments and gathering tangible results from completed projects.
- ✓ Gather data about recipients and supervise the proper operations of the contributions management system.
- ✓ In collaboration with the Program Director, participate in the continuous improvement of communications, services and tools offered to CRFC applicants and recipients.
- ✓ Fulfill various administrative tasks related to the Fund, including but not limited to updating the directory of members, organizing the annual general meeting, and writing correspondence.
- ✓ The program officer could be asked to do other tasks when required.

#### **Qualifications**

- A degree in a relevant field, or the equivalent combination of education and experience
- 3 years' program management, administration and assessment experience

#### **Asset Qualifications**

- Professional or volunteering experience in the not-for-profit sector
- Knowledge or understanding of the campus and community radio sector

## Required Competencies

- Excellent verbal and written communication skills in French and English. Mandatory bilingualism.
- Excellent understanding of budgets and financial statements related to projects
- Comprehension of management principles focused on results
- Advanced computing skills, including word processing, spreadsheet, database and presentation
- Discipline
- Interpersonal skills and ability to maintain good relations with various stakeholders
- Capacity to synthesize while paying attention to details
- Organizational and priority management skills
- Independence and resourcefulness
- Judgment, tact and diplomacy

## Terms and Benefits

This is a full-time (37.5-hour/week) position with a salary range of \$40,000 to \$55,000. The starting level is defined by the number of years of relevant professional experience. Benefits include: comprehensive health and dental plan, employee assistance program and annual RRSP contribution.

Start date is **July 4, 2017**. This is a one-year contract, renewable annually.

## How to Apply

Applicants are asked to submit a cover letter and résumé clearly stating for what position they are applying by the end of the business day on **May 31st, 2017**.

**Applicants must apply online by following this link : <https://www.fitzii.com/job/17607?s=re>**

Everyone is thanked for applying, however, only those selected for an interview will be contacted.

Applications that do not include a cover letter will be rejected. Applicants are encouraged to highlight relevant qualifications in the cover letter.

The CRFC welcomes applications from a diverse range of candidates including (but not limited to) people from different racialized, linguistic and ethnocultural communities, genders, sexual/gender identities, ages, religions, and those with different abilities.

*The CRFC is an independent not-for-profit funding organization. Its mandate is to provide support to the more than 180 campus and community radio stations in Canada and to foster a well-resourced, dynamic, and accessible media sector that delivers strong local community broadcasting. For more information about the CRFC, please visit [www.crfc-fcrc.ca](http://www.crfc-fcrc.ca)*