



Fonds canadien | Community  
de la radio | Radio Fund  
communautaire | of Canada

## **JOB POSTING: PROGRAMS OFFICER (Bilingual position)**

*The Community Radio Fund of Canada (CRFC) is an independent, not-for-profit funding organization based in Ottawa. The purpose of the CRFC is to provide financial support to community and campus radio stations licensed by the CRTC and acting as local broadcasters in communities across Canada. Since its inception in 2007, the CRFC has donated more than \$15 million to nearly 140 campus and community radio stations for more than 400 initiatives.*

### Nature of the mandate

Under the supervision of the Executive Director, the Programs Officer's main focus is to implement funding programs and perform various administrative tasks related to the effective operation of the Fund.

### Specific responsibilities

#### Implementation of programs

- In collaboration with the Programs Manager, create and / or revise program guidelines and application forms as well as evaluation grids and other materials relevant to the application submission and review process;
- Assist applicants in the preparation of their project proposal and the writing of their application for funding to ensure eligibility, relevance and quality;
- Support the work of the selection committee, which includes coordinating the information session and the final meeting of this committee, updating the tools necessary for their work, taking notes during the meetings as well as providing support during the application selection process;
- In collaboration with the Programs Manager, following up with applicants following the application review process, which includes notifying applicants of a refusal or acceptance of their application, writing and reviewing the application, sending contribution agreements and communication tools to recipients and providing feedback to refused applicants upon request;
- Provide support to beneficiaries during the funding period, which includes answering questions and tracking projects, reading midterm and final report forms, and ensuring recipients meet requirements and timelines as stipulated in the contribution agreements;
- If required and in consultation with the Programs Manager and the Executive Director, evaluate and recommend changes to contribution agreements and draft amendments;
- Evaluate and compile reporting information, which includes analyzing midterm reports and reporting any issues to the Programs Manager, reviewing final reports to ensure compliance, recommending payments and compiling tangible results from the reports of completed projects;
- Compile information on the beneficiaries and ensure the proper functioning of the claims management system;
- Support for Social Media strategy with experience in tactics, strategy development and industry;

#### Administrative support

- Perform various administrative duties related to the proper functioning of the Fund, including the classification, updating of members directory, mail management, mailing and correspondence writing;

- In collaboration with the Executive Director, coordinate and respond to requests for material resources related to office maintenance;
- Provide logistics for statutory activities, such as the Board of Directors meetings and the Annual General Meeting;

#### Qualifications

- Post-secondary degree in a relevant field, or an equivalent combination of education and experience;
- At least 3 years of experience in management, administration and / or evaluation of programs;
- Other assets: knowledge of the campus and community radio sector, the media and broadcasting sector, and/or funders and funding programs;

#### Attributes

- Excellent written and verbal communication skills in French and English (mandatory bilingualism);
- Excellent understanding of budgets and financial statements associated with projects;
- Knowledgeable, experienced and capable of building relationships with diverse communities underrepresented in the broadcasting industry;
- Understanding the principles of results-based management;
- Advanced computer skills, including word processing, spreadsheet, database and presentation software;
- Rigour and spirit of synthesis, while retaining an attention to detail;
- Sense of organization and priority management, autonomy and sense of initiative;
- Judgment, tact and diplomacy;

#### Terms and Benefits

This is a full-time (37,5 hours/week) position with a salary range of \$42,000 to \$57,000, commensurate with skills and experience. Benefits include a comprehensive health and dental plan, employee assistance program and annual RRSP contribution. The start date is flexible.

#### How to Apply

Applicants are asked to forward a cover letter, a short resume or CV as well as two references by 5:00 p.m. ET on October 16th, 2020. Applicants will apply by email to [alex@crfc-fcrc.ca](mailto:alex@crfc-fcrc.ca). Mailed applications will not be considered.

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

Community Radio Fund of Canada 130 Albert St, Suite 606 Ottawa, ON K1P 5G4 Phone: 613-321-3513  
Email: [alex@crfc-fcrc.ca](mailto:alex@crfc-fcrc.ca)

The CRFC encourages applications from a diverse range of candidates, including (but not limited to) women, people of colour, those who identify as LGBTQ+, and people with disabilities.

For more information about the CRFC, please visit [www.crfc-fcrc.ca](http://www.crfc-fcrc.ca).

