



## EMPLOYMENT OPPORTUNITY

Founded in 1954, the **Canadian Religious Conference (CRC)** is an association of over 240 leaders of Catholic religious communities (sisters, brothers, priests) throughout Canada representing more than 12,000 religious women and men. The CRC staff serves its members by offering various services including continuing leadership formation, communications, theological integration, and activities related to justice, peace and integrity of creation (JPIC).

**Its vision** is to be the public voice and agency for leaders of Canada's religious communities in the exercise of their ministry, both within the Church and in society.

**Its mission** is to encourage its members to live fully their vocation in following Christ. The CRC supports its members in their prophetic witness to justice and peace with society and the Church.

### Title

Executive Director

### Description

The CRC is accepting applications for the position of **Executive Director** in Montreal, Quebec. Reporting to the Administrative Council through the President, the Executive Director is responsible for managing all aspects of the CRC internal operations and external activities, ensuring the CRC remains in compliance with the mission, vision, and the strategic priorities and goals established by the Administrative Council and General Assembly. The Executive Director sets the strategic direction of the organization and leads the staff in the execution of these goals and objectives.

The Executive Director is responsible for:

- Strategic Planning;
- Leadership, Engagement and Advocacy;
- Program Management;
- Public Relations and Communications;
- Administrative Council Support and Governance;
- General Operations;
- Financial Management; and
- human Resources Management and Leadership.

## **Qualifications and competencies**

The Executive Director will be a professed religious with experience in leadership in his/her religious institute. While the working language in the office is French, he/she will be fluently bilingual, with appropriate training and experience in both theology and administration. He/she will demonstrate knowledge of and a passion for issues related to religious life in Canada today, and the concerns of religious communities locally, nationally, and globally.

### **Relevant skills**

#### Be a leader

Knows how to give clear and precise instructions as well as establish attainable objectives; able to plan and organize the work to be accomplished; capable of drawing the best out of everyone.

#### Provide strategic vision

Is gifted with a clear vision of future perspectives; analyzes and sees things globally; capable of foreseeing consequences; oriented toward the longer term.

#### Maintain good relationships

Knows how to establish common ground and address problems; able to look out for his own interests while respecting those of others; perceived as cooperative and at ease working within a team.

#### Be a good communicator

Written skills: capable of writing clearly, in a concise manner, in the appropriate style.

Verbal skills: speaks clearly, structures his/her ideas. Capable of making various types of formal and informal presentations.

### **Working conditions**

The Executive Director is a full-time permanent position. He/she reports to the Administrative Council, through the President, and currently supervises 8 staff members: Associate Directors, financial officer, secretary, and other administrative and support personnel.

The standard work week is 35 hours with additional evening, weekends, and overtime hours as needed to accommodate activities such as Administrative Council meetings, public presentations, and representing the organization at various events.

The position entails a certain amount of travel (20% of employment time).

### **Salary**

There is an appropriate salary with related benefits.

### **How to Apply**

Please send curriculum vitae and cover letter with three (3) references to:

Ms. Isabelle Coté  
Administrative Assistant  
[info@crc-canada.org](mailto:info@crc-canada.org)

For further information, please consult our website ([www.crc-canada.org](http://www.crc-canada.org)).

Applications should be submitted by **Friday, June 7, 2019**, 5:00 p.m., however early applications are recommended. All applications will be kept in strict confidence. Start date to be determined.

**Canadian Religious Conference**  
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