



Position:	Migration Office Coordinator
Reports To:	Director of Admin and Finance
Created:	October 15, 2023
Revised:	Aug 2017, Oct 2022 and Nov 2023

Position Overview

Reporting to the Director of Administration and Finance, the Migration Office Coordinator provides a broad range of settlement services, including sponsorship awareness and support to constituent groups, administration and task reporting, advice, support, and information to refugees to support their successful settlement during their first 12 months.

This position is usually a result of different funding agreements that the Roman Catholic Diocese of Saskatoon has in place to provide this service; therefore, the position must meet the obligations of each of these agreements. This includes report preparation, meeting immigration requirements, monitoring the overall budget for initiative, liaising with immigration officials and other settlement agencies, and responding to immigration issues presented to the RCDOS.

Position Summary by Areas of Responsibility

Refugee Sponsorship Awareness and Support to Constituent Groups

The Migration Office Coordinator is responsible for creating awareness regarding the need for refugee sponsorship and collaborating with the constituent groups.

Duties Include:

- Initiate and administer new refugee sponsorships under the government of Canada private sponsorship of refugees' program
- Provide information to potential refugee sponsors, vet and select appropriate cases in consultation with authorized parish and community refugee committees
- Prepare sponsoring groups for refugee arrivals, monitor and assess progress during the first 12 months after refugees arrive in Canada
- Creating awareness of the need for refugee sponsorship and encouraging parishes and other community groups to undertake sponsorships.
- Provide assistance, advice, training, and the support required to meet the refugee settlement responsibilities of the parish, community constituent groups, and individual co-sponsors
- Liaise with the constituent groups and co-sponsors to resolve any problems that may arise during the settlement period.
- Facilitate, host, and publicize refugee events.
- Ensure the Diocesan's covenant of care protocol is followed at the parish level
- Provide advice and assistance to constituent groups in selecting refugees to sponsor and coordinate the application process.
- Network with the other local SAHs (sponsorship agreement holders) as well as with the national network.

Administration

The Migration Office Coordinator is responsible for the proper and timely completion of administrative tasks related to the migration office.

Duties Include:

- Complete, maintain, and file all documentation according to the government's procedures relating to current applications and applications placed on hold.
- Monitor the settlement work carried out by constituent groups and co-sponsoring individuals while ensuring an appropriate level of service and documentation issues are resolved and recorded as needed.
- Prepare summary reports, brochures, and information for presentations.
- Monitor and track all expenses and revenues/gifts associated with migration initiatives.
- Monitor the constituent groups (refugee committees) and co-sponsors in order to provide support to meet the responsibilities of settlement as laid down by Immigration, Refugees and Citizenship Canada (IRCC) and work to resolve any problems that arise during the settlement period.

Other Projects and Activities

- Supports and coordinates other special projects/events as assigned by the Director of Administration and Finance.
- Maintain and update an accurate database and archive for all refugee cases.
- Maintain paper files for all refugees and ensure their secure storage.

Disclaimer Clause: The above statements are intended to describe the general nature and level of work required for this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. Additional related tasks may be assigned to this position as deemed appropriate by the Director of Administration and Finance.

Working Conditions

- Combination of regular office hours, evening and weekend hours.
- Works in a dedicated office space.
- Remunerated monthly according to the Administrative II Salary Grid (Parish Level II) of the Roman Catholic Diocese of Saskatoon.
- A successful criminal record check for the vulnerable sector.
- A valid driver's license and access to a vehicle.

Job Qualifications (education/experience)

- Confirmed practicing Roman Catholic in good standing with the Church with a thorough understanding of the Catholic faith and practices, possessing an appreciation for the broader diocesan and universal church is preferred. The candidate **MUST** demonstrate a sound understanding of catholic social teaching.
- A relevant University degree and/or an equivalent combination of education and experience.
- A keen knowledge and understanding of settlement needs and services available for refugees and their families, typically acquired through 3 to 5 years of experience supporting refugees/sponsorship programs.

- A High level of written and verbal communication skills. Being bilingual is an asset.
- Has a firm understanding of legal implications in the immigration and settlement process
- Adaptable in order to meet new challenges as they arise, use initiative and problem-solve daily issues independently.
- Strong organizational skills with attention to prioritizing work and ensuring accuracy of information.
- Strong proficiency in Microsoft Word, Excel, Outlook, PowerPoint, and shared databases.
- Ability to connect, engage, and develop strong collaborative relationships with refugees, Parish members, committees, and other settlement agencies.
- Demonstrated ability to be discreet and maintain confidentiality.

Key Skills and Behavioral Competencies

Faith: Supports and is personally committed to the identity and mission of the Roman Catholic Diocese and has an understanding of and commitment to the mission of the Catholic Church.

Communication: Clearly expresses and conveys information to a variety of audiences to ensure the message is delivered and understood, using active listening techniques in order to effectively understand and adapt the communication to respond to the audience and situational requirements

Personal Leadership: Takes personal ownership, responsibility and pride for the quality and timeliness of work and achieves results. Displays commitment and dedication to the organization, stakeholders and colleagues and follows through on commitments - models a healthy work-life balance.

Interpersonal Relationships: Builds successful relationships and fosters camaraderie underpinned by trust, honesty, understanding, teamwork, and mutual support. Capacity to mutually work with others through conflict or differences of opinions. Exhibits emotional and social intelligence.

Planning and Organizing: Accurately estimates the duration and level of difficulty of tasks and projects, sets out goals, objectives, and work plans, and responds effectively in managing multiple priorities and responsibilities of the position in a timely way. Asks for help when needed.

Analytical Thinking/Problem Solving: Applies logical reasoning when addressing problems or situations and considers critical issues, evaluates possible approaches or solutions and determines/recommends the best option to apply to the situation.

Adaptability/Flexibility: Adapts and responds to changing conditions, priorities, technologies and requirements - a willingness to alter opinions when necessary and apply versatility in the face of change.

Leadership and Learning: Maintains a professional and positive manner even under changing or uncertain conditions; provides support, coaching, encouragement and direction and engages others in order to accomplish organizational goals. Promotes a continuous improvement and learning environment.