

## Position

Job Title	Refugee Sponsorship and Immigration Coordinator
Hours	Part-time, 20 hrs/wk
Languages	English and French required
Location	Saint-Boniface Archdiocesan Centre, Winnipeg
Supervisor	Director of Pastoral Services and Financial Administrator

## Essential Duties and Responsibilities

### Refugee Sponsorship

Training will be provided for the successful candidate.

1. Assist parishes within the Archdiocese in setting up sponsorship ministries as a corporal work of mercy by meeting with parish pastoral councils, priests, parish staff, and volunteers to provide resources, training, and support.
2. Be the point of contact for our Sponsorship Agreement Holder (SAH) portfolio with Immigration, Refugees and Citizenship Canada (IRCC) and stay abreast of relevant developments and announcements regarding refugee applications to maximize our spot allocations each year. Submit required reports to maintain our SAH status.
3. Research country conditions, review refugee sponsorship applications and assess their eligibility under the private sponsorship program; provide written and verbal feedback to sponsors and applicants.
4. Establish, revise, and adhere to internal best-practices guide for assigning allocated spots to sponsors and applicants on our waiting list.
5. Proactively keep sponsors informed of application file status, and respond to requests for updates and guidance on application status, by reviewing files and making inquiries with appropriate agencies.
6. Monitor sponsors in the settlement of newcomers (second month, ninth month and after the settlement year). Compile monitoring outcomes, best practices, and lessons learned.
7. Ensure internal records are complete and kept up to date.
8. In collaboration with Archdiocesan administration staff, collect and administer the trust fund account as per the IRCC sponsorship cost table.
9. Be aware of and implement all policy and procedure changes as they relate to private sponsorship and settlement.

10. Collect and compile data and assist in writing reports, sponsorship information resources, and communications materials for sponsors.
11. As a member of the Pastoral Services Team, participate in team meetings and events.
12. Perform other duties as assigned.

## Immigration

Oversee and organize the immigration process for foreign *fidei commis* priests for term positions and seminarians immigrating to study and be incardinated in the Archdiocese of Saint-Boniface.

For all candidates

- Establish contact with the candidate identified by the Archbishop.
- Work closely with the Archdiocese's immigration lawyer to bring over the priest or seminarian.
- Open a file for each candidate and ensure to obtain a copy of all required documents: passport, resume, ordination, and other documentation throughout the process.

Priests

- Monitor the work permit application and review the on-line application before it is submitted by the lawyer.
- Once work permit and Visa have been obtained, make travel arrangements to bring the priest to Manitoba.
- Confirm the lodging for the first couple of weeks for the priest upon his arrival.
- Coordinate appointments with the necessary staff at the Archdiocese to ensure he is equipped to assume his responsibilities in the parish.
- Ensure and walk with the candidate to obtain a social insurance number, open a bank account, obtain a Manitoba Health card and make arrangements for the priest to obtain a driver's license.
- Arrange for an English assessment and, if required, English lessons.
- Review and update the expiry roster on a regular basis and initiate the renewal process of work permits. Ensure the priests renews his passports on a timely basis to ensure a longer period for the work permit.
- Prepare letters required for the original work permit application and its renewal (offer of employment, employment location, confirmation of residence, to name a few) for the Bishop's or the Financial Administrator's signature.

## Seminarians

- Monitor the study permit application and review the on-line application before it is submitted by the lawyer.
- Once the study permit and Visa have been obtained, make travel arrangements to bring the candidate to Manitoba or Ontario.
- Work with St Peter's Seminary and the University of Western Ontario to register the seminarian in language classes and studies towards the priesthood.

## Education, Experience, and Skill Requirements

Minimum knowledge (formal education/general knowledge) required:

- Degree or equivalent experience in a related field.
- Passion for refugee ministry, manifested through empathetic customer service skills.
- Project management skills.
- Analysis and research skills.
- Ability to navigate through bureaucratic structures.

Experience:

- Experience in reviewing and assessing refugee applications, completing sponsorship documents, performing follow-ups with stakeholders, preparing for arrivals, monitoring post-arrivals, and working with refugees and newcomers; or in a comparable field of experience.
- Working knowledge of IRCC and its current refugee programs and policies
- Understanding of local and international NGO partners and donors
- Experience working with donors, churches, community groups, and other volunteer groups.

Technical skills required:

- Excellent written and verbal communications skills in English and in French.
- Ability to review, analyze and synthesize information to produce high quality project documents and reports.
- Good initiative and organizational competencies.
- Above-average computer skills, including data analysis, project management software, and Microsoft Office Suite

Other skills or requirements:

- Highest standards of personal and professional integrity, as appropriate for a life of Christian faith in a Roman Catholic environment.
- A clean Criminal Records Check with Vulnerable Sector.
- A clean Manitoba Child Abuse Registry Check.
- Experience working with budgets and forecasts.
- Ability to work independently and as part of a team.
- Ability to coordinate and facilitate meetings and workshops.
- Ability to speak with confidence, from a knowledge base, effectively communicating technical information.
- Ability to multi-task and establish priorities in a time-sensitive environment
- Strong attention to detail.
- Take initiative, make appropriate decisions, and solve problems.
- Proven experience meeting deadlines that require attention to detail, compliance with policies and regulations and accuracy.
- Excellent presentation and interpersonal skills, with the ability to communicate, in writing and verbally, with a diverse community of stakeholders.

Working Conditions:

- Work in Winnipeg, MB. Office space will be provided at the Saint-Boniface Archdiocesan Centre. There is some flexibility to work from home.
- Fast-paced environment with tight deadlines.
- Possibility of occasional national travel.
- Ability to work occasional evenings or weekends as required by special events/circumstances.
- Manual dexterity is required to use desktop or laptop computer.

## To Apply

Send a resume and cover letter in English and French to James Kautz, Director of Pastoral Services at:

[jkautz@archsaintboniface.ca](mailto:jkautz@archsaintboniface.ca)