



Catholic Crosscultural Services

JOB POSTING **Refugee Sponsorship Trainers** **(FT-35 hours/wk. ongoing)**

Catholic Crosscultural Services is a settlement agency providing a wide range of services to immigrants and refugees regardless of race, religion or status. CCS delivers the Refugee Sponsorship Training Program (RSTP) that provides training, information and support to private sponsors across the country. RSTP is expanding its services and is seeking Refugee Sponsorship Trainers who will be situated in British Columbia (Vancouver), Alberta, Saskatchewan, Manitoba (Winnipeg), Ontario (Scarborough and Mississauga) and Atlantic Canada (Halifax).

RESPONSIBILITIES

- Provide training on a range of sponsorship topics, in person and through online media, to community groups interested in sponsoring refugees, including visa office referred refugees
- Provide assistance to refugee sponsors (Sponsorship Agreement Holders, Community Sponsors and Groups of five) to ensure an understanding of the criteria for sponsoring refugees, navigating the sponsorship process, submitting a successful sponsorship application, and settling refugees
- Support sponsoring groups and refugees in managing post arrival issues, including different expectations, sponsorship disagreements, secondary migration, and subsequent sponsorships
- Inform and connect private sponsors with local settlement and community services
- Assist refugee sponsors, especially Groups of Five and Community Sponsors, to review new and revise returned sponsorship applications
- Prepare training curriculum and presentation material to support all training activities
- Create fact sheets, bulletins and informational materials for posting on RSTP and other websites
- Respond to telephone and email inquiries from sponsors and potential sponsors in a timely manner
- Maintain strong working relationship with the Centralized Processing Office in Winnipeg (CPOW) and remain fully abreast of the requirements to sponsor refugees and required documents.
- Monitor, analyze and interpret policy or operational changes affecting private refugee sponsorship
- Liaison with IRCC, UNHCR, IOM and other NGOs to gather and share information relevant to private sponsors
- Assist in preparing regular internal and external reports detailing project activities and progress
- Provide administrative support to the program as required

QUALIFICATIONS:

- Undergraduate degree or equivalent training in human services or adult education field
- Experience with, and knowledge of, the Private Sponsorship of Refugees Program, the Canadian immigration system, resettlement and refugee protection policies is essential
- Knowledge of settlement and integration services, including services geared to sponsored refugees
- Highly developed skills in preparing and leading adult training sessions in-person and online
- Excellent skills in preparing training curriculum and materials in various media
- Proven experience in research, analysis and presentation of information in clear and concise language
- Experience in all aspects of the immigration and/or refugee sponsorship application forms and processes
- Excellent written and oral communication skills in English required. Fluency in French, Arabic and/ or another language is an asset
- Demonstrated ability to work effectively in a fast paced and rapidly changing environment
- Ability to work both independently and as part of a team
- Ability to travel extensively and work weekends and evenings as required



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Location: British Columbia (Vancouver), Alberta, Saskatchewan, Manitoba (Winnipeg), and Ontario (Scarborough and Mississauga) and Atlantic Canada (Halifax)
Hours: 35 hours per week, including evenings, weekends and occasional overtime as required
Salary: \$50,000 to \$52,000 annual salary plus benefits

Please submit cover letter and resume quoting file# T224 no later than 5:00 pm on October 2, 2016 to:
E-mail: resume@cathcrosscultural.org

CCS is an equal opportunity employer. We welcome applications from all qualified candidates. Only candidates to be interviewed will be contacted, *no phone calls, please.*