



Catholic Crosscultural Services

JOB POSTING **Refugee Sponsorship Training Program Manager** **(FT - 35 hrs/wk)**

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. CCS is seeking an RSTP Manager who will manage and oversee the delivery of RSTP training and support services in different regions of Canada.

RESPONSIBILITIES:

- Manage training and support services provided in various regions to address the diverse training needs of refugee sponsoring groups and in keeping with the objectives and obligations of the Private Sponsorship of Refugees (PSR) Program
- Hire, train, supervise and evaluate the RSTP Trainers working in various regions
- Oversee the delivery, monitoring and evaluation of all RSTP services in regions across Canada
- Work with Regional Trainers to build and expand the RSTP regional training capacity by building strong working relationships with local SAHs, sponsoring groups and settlement agencies in each region
- Liaise with host agencies, IRCC offices and other local stakeholders
- Plan and host regional training events for sponsors, settlement agencies and other stakeholders
- Develop and oversee the delivery of training for Settlement Workers on the refugee sponsorship program
- Assist in developing and hosting the national SAH conference by bringing forward regional issues
- Promote RSTP services to the diverse sponsors involved in the PSR program
- Prepare regular internal and external reports detailing project activities and progress

QUALIFICATIONS:

- Minimum undergraduate degree or equivalent training in human services field
- In-depth experience with, and knowledge of, the Private Sponsorship of Refugees program is required
- Knowledge of Canada's immigration, resettlement and refugee protection policies, and the global refugee migration system
- Experience in supervising staff working in off-site locations
- Demonstrated program and financial management skills
- Proven ability to work productively with diverse program stakeholders, including SAHs, UNHCR, IRCC and other Government of Canada departments
- Experience in delivering adult education programs in person and online, including development of curriculum and materials
- Proven skill in working productively with people of diverse backgrounds
- Excellent written and oral fluency in English is required. Written and oral fluency in French is an asset
- Ability to travel frequently across Canada
- Ability to work evenings and weekends as required

Location: Toronto
Hours: 35 hrs/week; including evenings, weekends and occasional overtime as required
Salary: \$67,000 to \$69,000 annual salary plus benefits

Please submit cover letter and resume quoting file# T226 no later than 5:00 pm on October 9, 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.*