



Catholic Crosscultural Services

JOB POSTING Refugee Sponsorship Trainer (Full-time contract, 35 hours/week until December 2018)

CCS is a settlement agency providing a wide range of services to immigrants and refugees regardless of race, religion or status. Catholic Crosscultural Services is seeking Refugee Sponsorship Trainers who will provide training and support to groups interested or involved in sponsoring refugees through the Private Sponsorship of Refugees Program. We are seeking a full time trainer who will be located in Greater Toronto Area.

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) in understanding criteria to sponsor refugees, navigating the sponsorship process, submitting a successful sponsorship applications , and settling refugees
- Support refugee sponsors in dealing with post arrival issues, such as sponsorship disputes, secondary migration , “ echo effect” and other matters
- Inform and connect private sponsors with available settlement and integration services
- Assist refugee sponsors, especially Groups five and Community sponsors in reviewing new and return sponsorship applications
- Prepare training curriculum and presentation materials 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 Resettlement Operations Centre – Ottawa (ROC-O) 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; and
- Provide administrative supports to the project 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, and Canadian immigration, 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 completing immigration and/or refugee sponsorship application forms
- Excellent written and oral communication skills in English required. Fluency in French and/ or another language is an asset
- Demonstrated ability to work effectively in a fast paced environment
- Ability to work both independently and as part of a team with minimal supervision
- Ability to travel extensively and work weekends and evenings as required

Location: Greater Toronto Area

Hours: 35 hours per week, including evenings, weekends and occasional overtime as required

Salary: \$51, 324.00 per annum (pro-rated), plus 4% vacation pay

Please submit cover letter and resume **quoting file# T268** no later than **5:00 pm on January 12, 2018** to E-mail: resume@cathcrosscultural.org

CCS welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. CCS is an equal opportunity employer.

Only candidates selected for an interview will be contacted. No phone calls, please.