



ORAT

Office for Refugees
Archdiocese of Toronto

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8-Week Canada Summer Jobs Employment Opportunity

ADMINISTRATIVE ASSISTANT

Office for Refugees, Archdiocese of Toronto

830 Bathurst Steet, Suite 104, Toronto, ON M5R 3G1

8-Week Position, 35 hours per week, \$18.55/hour

Applicants must be between 16-30 years of age

Overview:

The Office for Refugees at the Archdiocese of Toronto administers the Sponsorship Agreement for the Archdiocese of Toronto, allowing parishes and religious orders to resettle overseas refugees to Canada. Additionally, the Office for Refugees supports parishes on refugee-related matters in the geographical area of the Archdiocese of Toronto. Reporting to the Case Processing Manager, the Administrative Assistant will provide administrative support and assist the Case Processing team in managing its database.

Responsibilities:

- Data entry of submitted refugee sponsorship cases to Immigration Canada's Permanent Residence Portal.
- Processing case related, Acknowledgement of Receipt, Application Numbers, Requests for Additional Information and Convocation Requests.
- Scanning and electronic filing of case forms.
- Develop refugee profiles.
- Data analysis and reporting.
- Research and other duties, as required.

General Requirements:

- Applicants must be between the ages of 16-30.
- Strong attention to detail: We are seeking candidates who demonstrate a strong attention to detail, ensuring accuracy and precision in all tasks and responsibilities.
- Ability to work with databases is a strong asset.
- Ability to work in all aspects of Microsoft Office environment (Word, Excel, PowerPoint, and Outlook).
- Candidates must exhibit a commitment to maintaining confidentiality in handling sensitive information and respecting privacy rights.
- Superior writing skills and the ability to produce professional reports.

- Proficiency in written and spoken English is required; Arabic, French language skills are an asset.
- Demonstrated ability to work in a team setting and independently.
- Ability to work onsite or remotely as required on a regular basis.
- College or University program with an interest in forced migration, social justice or related fields, and knowledge of Canada's Private Sponsorship of Refugees Program (PSRP) is an asset.
- Must be legally entitled to work in Canada.
- A criminal background check will be required of the successful applicant.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format, noting position number **2024-09, clearly demonstrating how your skills and experience are a direct match** for the position to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. The start date is flexible and the position will remain open **until it is filled**. We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.