



ORAT

Office for Refugees
Archdiocese of Toronto



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Employment Opportunity

DATA SPECIALIST

Office for Refugees, Archdiocese of Toronto (ORAT)

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

Modified Full Time (21 hours per week)

Replacement Position

Level 10: \$27,396 - \$41,094 (range pro-rated based on 21 hours per week)

Overview:

The Office of Refugees, Archdiocese of Toronto (ORAT) is seeking a Modified Full-Time Data Specialist who will report to the Director. This position involves developing and maintaining ORAT's Case Management Systems:

- **MS Excel Workbook:** Designed to manage refugee sponsorship cases that are tied to the Archdiocese's Sponsorship Agreement Holder (SAH) contract with the Ministry of Immigration, Refugees and Citizenship Canada (IRCC).
- **MS Access Database:** Designed to manage employer requests and eligible candidates in keeping with ORAT's role as IRCC's Trusted Partner in the Economic Mobility Pathways Pilot (EMPP)

Responsibilities:

Development & Management of ORAT's Case Management Workbook:

- Maintain, troubleshoot, and further develop ORAT's current MS Excel Case Management System to ensure accurate record-keeping for sponsored refugee cases.

Database Migration:

- Oversee the transition of ORAT's existing MS Excel Case Management Workbook to an MS Access database, strengthening data integrity, and database stability and performance.

EMPP Database Management:

- Continue the development and maintenance of ORAT's EMPP database, ensuring it meets the needs of this initiative.

Workbooks Maintenance:

- Management and updating several additional workbooks currently in use by ORAT.

Documentation:

- Develop and maintain comprehensive documentation for all end-user applications to ensure clarity, and ease of use.

Additional Duties:

- Assist with various tasks and initiatives as they arise, contributing to ORAT's broader mission of refugee sponsorship and resettlement.

General Requirements:

- Advanced proficiency in Microsoft (MS) Excel (functions, pivot tables, macros, VBA).
- Strong expertise in MS Access, including VBA development and query optimization.
- Proficiency in writing complex queries using SQL in MS Access (Select, Update, Append, Make-Table, Crosstab, Union queries).
- Strong VBA programming skills to automate Excel, Access, and Outlook workflows.
- Experience in automating processes involving Outlook, PDF, and Windows File Explorer.
- Working knowledge of JavaScript for Adobe Acrobat Form development.
- Experience with MS Forms on a SharePoint platform.
- Working knowledge with MS Forms to create structured data collection forms.
- Experience in front-end web development using JavaScript and HTML.
- At least 2 years of experience in a related role.
- Familiarity with Canada's private sponsorship of refugees' programs.
- Knowledge of the Refugee Private Sponsorship lifecycle from pre-submission case processing to post-arrival settlement support.
- Exceptional organizational and time management abilities
- Meticulous attention to detail with a proven capacity for independent work
- Advanced analytical and problem-solving capabilities
- Willingness to occasionally work outside standard hours
- Ability to act with discretion and maintain confidentiality.
- Must be legally entitled to work in Canada.
- A criminal background check will be required for the successful applicant.

Benefits:

This role is eligible for:

- 3 weeks of vacation at 21 hours per week
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program)
- Defined Benefit pension plan with a 1%, 2% or 5% contribution match after eligibility requirements outlined in our Policies and Procedural Manual are met
- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness
- Reimbursement for professional designation/membership fees and continuing education
- Paid annual retreat days and moving days

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format noting position number **2025-04** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **Until the position 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.