



Employment Opportunity

IMMIGRATION ADVISOR

Office of Clergy Personnel

1155 Yonge St Toronto, ON M4T 1W2

Full time (35 hours per week) – Temporary 7-8 month Contract

Replacement Position

Level 11: \$49,321 – \$73,981

Overview:

The Office of Clergy Personnel is seeking a full time temporary Immigration Advisor who, reporting to the Director of Clergy Personnel, assists Clergy, Seminarians, Deacons, and Nuns with immigration issues and applications. In addition, the Immigration Advisor keeps up to date with changes in immigration and travel policies and legislation. The Advisor maintains confidential files on the Clergy and assists the Clergy with newcomers' needs, such as enrolling in language courses and phone plans. The Advisor also provides administrative assistance to the Director when needed.

This is a temporary 7-8 month contract starting August 4, 2026.

Responsibilities:

- Assist Seminarians and Deacons with visa applications and support letters
- Submit online and paper applications, job offers and work permit applications through the Immigration, Refugee and Citizenship Canada (IRCC) Secure Account
- Research and advise Priests on travel restrictions and requirements, such as proof of vaccination for different countries
- Gather, submit and follow up documents in relation to visa, permanent resident and citizenship applications
- Open, organize and maintain confidential files; keep track of invitation letters and arrival dates
- Assist Priests in retrieving their personal government-issued identification, such as Social Insurance Numbers, Ontario Health Insurance Plan (OHIP) and driver's licences
- Assist Priests with other essential newcomer needs, such as setting up a cell phone plan and enrolling in English classes, when needed
- Research language school programs, specifically the required fees and location to better fit the needs of the Clergy
- Submit invoices and payment requests to the Accounting department, when needed
- Update the Archdiocesan database with Clergy immigration information
- Follow up with the Government of Canada regarding Clergy applications
- Research and assist Priests in completing visa applications to other countries, when requested
- Provide essential immigration information to foreign Clergy by preparing an annual presentation for the Enculturation program
- Provide immigration information and assistance to foreign Nuns
- Prepare appointment and correspondence letters, deal with confidential Clergy files and assist the Director, Office of Clergy Personnel
- Other duties, as required

General Requirements:

- University degree with focus on immigration, or equivalent
- Knowledge of current immigration laws and policies
- Experience in working with Catholic parishes and religious orders a strong asset
- Licensed Paralegal an asset
- Ability to work efficiently in all aspects of a Microsoft Office environment
- Proficiency in written and spoken English is required; Arabic, French and/or Spanish language skills an asset
- Experience in public speaking
- Demonstrated ability to work in a team setting and independently
- Flexibility to occasionally work outside of the standard work day, including weekends and evenings when required
- Ability to act with discretion and maintain confidentiality
- 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 **2026-09** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **June 25, 2026**. 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.