



**ORAT**  
Office for Refugees  
Archdiocese of Toronto

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## **Two 8-Week Canada Summer Jobs Employment Opportunities**

### **Administrative Assistant Office for Refugees, Archdiocese of Toronto**

1220 Yonge St., Suite 203, Toronto, ON M4T 1W2

**8-Weeks, 35 hours per week, \$16.00 per hour  
Applicants must be between 15-30 years of age**

Posting # 2021-06

#### **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. To support this work, we are recruiting two 8-week Administrative Assistant positions. One, reporting to the Manager of Outreach, the other reporting to the Manager of Case Processing. The position responsibilities are outlined below:

#### **Outreach Responsibilities:**

- Organize electronic records for Project Hope refugee profiles, and document related activities;
- Develop refugee profiles: Assist to develop refugee profiles for matching with sponsor groups;
- Update case records for arrived newcomers in the Master Excel & RCPS databases;
- Assist in the development of a survey to track post-arrival integration outcomes for newcomers;
- Gap resolution: Assist with follow-ups to cases where support gaps have been identified;
- Analyze data in database to produce statistical/ progress reports;
- Other duties, as required.

#### **Case Processing Responsibilities:**

- Update case records for cases submitted to Immigration Canada in the Master Excel & RCPS databases;
- Work closely with the IT team to assist with producing reports in RCPS database;
- Assist with scanning and extracting electronic files for submission to Immigration Canada;
- Assist with sending generic emails to cosponsors regarding their case files;
- Research country conditions and compile reports;
- Analyze data in database to produce statistical/ progress reports;
- Other duties, as required.

## **General Requirements:**

- Applicants must be between the ages of 15-30;
- Ability to work with databases is a strong asset;
- Ability to work in all aspects of Microsoft Office environment (Word, Excel, PowerPoint);
- Superior writing skills and the ability to produce professional reports;
- Proficiency in written and spoken English is required; Arabic, French language skills is 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;
- 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 2021-06, clearly demonstrating how your skills and experience are a direct match** for the position to: **hr@archtoronto.org**. Deadline for receipt of applications is **May 28, 2021**. 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.*