



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)

Level 10: \$26,856 - \$40,284 (plus benefits at the 3-month mark)

Overview:

The Office of Refugees, Archdiocese of Toronto (ORAT) is seeking a part time Data Specialist, reporting to the Director, to develop and maintain ORAT's MS Excel-based Case Management System. The role also encompasses the development of an alternative database system to replace the existing Case Management System.

The Archdiocese of Toronto's Office for Refugees (ORAT) plays a pivotal role in administering the Archdiocese's Sponsorship Agreement Holder (SAH) contract with the Ministry of Immigration, Refugees and Citizenship Canada (IRCC). ORAT collaborates with a diverse range of stakeholders, including parishes and religious orders, to facilitate the resettlement of refugees from abroad.

Responsibilities:

- Database development & management: The Data Specialist will focus on the maintenance, troubleshooting and development of ORAT's current MS Excel-based Case Management System. This includes ensuring the system's accuracy in record-keeping for sponsored cases.
- Alternative database development: Investigate, develop, and manage an alternative Case Management System that will replace the current system. This involves creating a robust and user-friendly database to enhance efficiency and effectiveness.
- Other duties, as required: As needs arise within ORAT, the Data Specialist may be called upon to assist in various other tasks and initiatives related to refugee sponsorship and resettlement.

General Requirements:

- College diploma with focus on forced migration, social justice or equivalent is preferred.
- 2+ years' experience in a related role.
- Knowledge of Canada's private sponsorship of refugees programs.
- Intermediate to advanced knowledge of Microsoft Office, including Excel, Access, along with expertise in Macros.
- Proficiency in VBA (Visual Basic for Applications), SQL, and TSQL is preferred.
- Expertise in database development, ability to design and implement efficient and effective database systems.

- Knowledge of refugee sponsorship case processing, including review, assessment, and corrections, will be advantageous.
- Strong organizational and time management skills.
- Flexibility to occasionally work outside of the standard workday, 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 **2023-16** 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.