

MCC Manitoba Job Description

Assignment Title - Administrative Assistant – Migration & Resettlement Program, MCC Manitoba

Reports to - Program Director – MCC Manitoba

FTE - 0.5 FTE – contract (March 11 to September 28, 2019) – workdays Tuesday/Wednesday/Thursday

Location: Winnipeg

Grade: 4

Overtime status: Non-exempt

% of travel: n/a

Resumes accepted until: February 11, 2019

Start Date – March 11, 2019

All MCC workers are expected to exhibit a commitment to: a personal Christian faith and discipleship; active church membership; and nonviolent peacemaking. MCC is an equal opportunity employer, committed to employment equity. MCC values diversity and invites all qualified candidates to apply.

Synopsis:

The Migration & Resettlement Program Administrative Assistant is responsible for supporting MCC Manitoba's Migration and Resettlement Program as it pertains to documentation and the processing of sponsorship applications. This works consists primarily of supporting sponsorship groups and MCC staff in the completion and submission of all documents related to the sponsorship of refugees.

To apply: upload a cover letter and resume as one document to the MCC recruit system.

Qualifications:

- High school diploma plus 1-3 years of related experience OR an equivalent mix of education and experience. A university degree is an asset.
- Proven excellent communication skills are essential (i.e., oral and written skills);
- Demonstrated computer experience required with proficiency in MS Office (Word, Excel & Access);
- Solid organizational skills with attention to detail, essential (i.e., track and document activities and progress with various case files over time) essential;
- Exercised excellent interpersonal skills, such as quality customer service (e.g., competent in front-line reception skills, relates well to people with a pleasant and professional demeanor), essential;
- Willingness to work with sensitivity within a diverse cultural and theological milieu.
- Respect for and discretion in dealing with confidential material essential;
- Ability to work independently and prioritize a wide variety of tasks, an asset;
- Ability to work independently and prioritize a wide variety of tasks, an asset;
- Familiarity with or willingness to learn about MCC Migration & Resettlement sponsorship program and MCC's constituency churches, an asset;

Contacts/relationships

Migration and Resettlement Associate Program Coordinators

Sponsorship group

Family members of refugees being sponsored

This team will consist of two Associate Program Coordinators and one Administrative Assistant.

Supervision

No supervisory responsibilities

Complexity/Competencies

Detail oriented
Good judgement
Multi-tasker

Independent Action

The incumbent is able to work independently and proactively at completing assigned tasks with a significant level of autonomy.

Initiative and Ingenuity

See opportunities for creative problem solving while staying within the parameters of good practice.

Communication/Interpersonal skills

Friendly
Service-oriented
Good verbal and writing skills

Mental/Physical/Visual Demand

Must be able to work consistently with detailed paper work
Works well in a non-hierarchical structure
Works well under deadline pressures

End Result

This position serves the needs of MCC Manitoba's Migration and Resettlement work with primary responsibility for ensuring that all paperwork related to the sponsorship of refugees is completed in a thorough and timely manner.

Major Responsibilities:

Sponsorship application process – 70%
Memorandums of understanding (MOUs) – 10%
Arrival of Newcomers – 10%
Record keeping and other duties as assigned – 10%

Duties:

1. Sponsorship application process – 70%
 - Communicate regularly with sponsors about sponsorship application process
 - Assist constituent groups with sponsorship application forms
 - Edit application forms and put Blended Visa Office Referred (BVOR) and Private Sponsorship of Refugees (PSR) application packages together
 - Manage sponsorship group and refugee file tracking procedures;
 - Connect with chairs of the sponsorship committees to gather details for completing sponsorship documentation, send out sponsorship papers, MOU documents, etc.;
 - Liaise regularly with sponsorship groups to ensure all eligibility and screening documentation is in place (vulnerable sector checks, insurance requirements, etc.);
 - Prepare and file sponsorship forms;
 - Prepare refugee sponsorship resources and photocopies as needed;
 - Work on other projects as identified by the Associate Program Coordinators, as approved by the Program Director.

2. Memorandums of Understanding (MOUs) – 10%
 - Inform new sponsors of MOU requirements
 - Keep record of all documents received and update spreadsheets
 - Retroactively contact sponsors regarding outstanding MOU requirements
 - Respond to inquiries related to MOU – defer to Associate Program Coordinators for any complex questions.
3. Arrival of newcomers - 10%
 - Inform sponsors of arrival dates and mark calendars
 - Update Better Outcomes
 - Enter arrival information into Arrival Records spreadsheet
 - Mark calendar for 3rd, 9th, 11th and 12th months
 - Keep record of all documents received and update spreadsheets
4. Record keeping and Other – 10%
 - Keep record of sponsor/newcomer resources and update guidebook
 - Assist Associate Program Coordinators as needed and appropriate

Location Description:

Winnipeg is a city of approximately 700,000 located at the confluence of the Red and Assiniboine Rivers, 108 kms north of the US border. The city's population is fairly diverse, representing people from many different cultures. Most of the people are English speaking with French, Filipino and Chinese being other predominant languages. There are about 65,000 First Nations people living in Winnipeg.

Winnipeg temperatures can range from 40°C (104°F) in summer to -45°C (-49°F) in winter, with average summer temperatures around 25.4°C (77.7°F) and average winter temperatures around -12.9°C (8.8°F).

The main MCC building in Winnipeg is located at 134 Plaza Drive, to which the space is shared among approximately sixty staff persons who work for MCC Canada, MCC Manitoba and Ten Thousand Villages. This position works out of the MCC Manitoba building at 159 Henderson Hwy, Winnipeg. Sam's Place and all MCC Manitoba Programs are situated at this location.