



**SAULT
STE. MARIE**

Job Vacancy

Position: Local Immigration Partnership Coordinator
Job Posting: 010-010-2024
Department: CDES
Division: Local Immigration Partnership
Status: Full Time

Wage Range: \$69,132 – \$82,286
Job Class: 3
Shifts: 35 hours/week
Posted: March 26, 2024
Closes: April 9, 2024, 4:30pm

The LIP Coordinator (LIP) coordinates the LIP Strategy for the City of Sault Ste. Marie with input by the Newcomer Advisory Committee.

Primary Duties and Accountabilities include, but are not limited to:

- Implement the steps of the approved work plan for the project.
- Report progress of project to the Newcomer Advisory Committee.
- Supervise and give direction to the Administrative/Research position.
- Prepare and submit financial claim forms and progress reports to the Department of Citizenship and Immigration Canada.
- Develop surveys and tools to gather information on the range of services for new immigrants for SSM and the community's preparedness to welcome new immigration and newcomer supports.
- Develop and disseminate Community Awareness information on the topic of immigration and newcomer supports.
- Consult with other communities on their response to addressing the needs of new immigrants.
- Set up and conduct Community Consultations to gather information on future needs of newcomers and the community to support them.
- Set up and conduct surveys and interviews with key stakeholder groups.
- Consolidate and prepare information and findings into a final report; with recommendations for development, adjustments or expansion of programs and services.
- Complete all financial activities associated with the project.
- Perform other related duties as assigned.

Qualifications:

- College Diploma or University Degree in a related field; e.g. Social Sciences, Urban Planning; Community Development, etc.
- Two (2) years experience in community development; preferably in the public sector, dealing with the immigration system, programs and services.
- Demonstrated experience with financial management/budgeting; report writing; research and analysis.
- Two years supervisory experience, preferably in an office and/or project environment.
- Computer literacy in a Microsoft environment including experience in Excel, Word, Outlook, and Power Point.
- Work effectively and efficiently as a team member in a fast-paced environment.
- Organize time effectively to perform the duties of the position
- Meet and interact with people in a pleasant, professional and responsible manner.
- Ability to read, write and communicate to perform the duties of the position.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 010-010-2024 Local Immigration Partnership Coordinator

- ❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.*
- ❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*