

Role Posting: Immigration Administrator



Posted: February 19, 2020

Closing: March 1, 2020

L'Arche is an organization in which people with and without intellectual disabilities share life together based on stated values, as articulated in our Servant Leadership Model. We live, work, and learn together in our 30 communities across Canada. Founded in 1964, L'Arche strives to shape a more human and just society where each person's gifts are known and celebrated.

Position: Immigration Administrator

Location: Virtual

Duration: Permanent part-time

Start date: Immediate

Salary: commensurate with experience

Responsible To: Human Resources
Coordinator

L'Arche Canada is seeking an Immigration Administrator to work in partnership with the leadership development team and the Assistants Coordinators/HR responsables from across the country to ensure that successful international candidates are supported to obtain the necessary work permits and work permit renewals. The Immigration Administrator ensures that the government standards, regulations, and L'Arche standards regarding immigration are maintained and well-integrated. The Immigration Administrator directly supports communities and international individuals that are offered a position in a L'Arche community.

Major Duties and Responsibilities:

- Ensures all incoming international assistants, are guided through the immigration process and receive all necessary templates and letters to obtain a work permit for specific communities.
- Collaborates with the Recruitment Coordinator and communities for immigration needs during internal transfer processes.
- Encourages, teaches and supports incoming international assistants to plan for, and anticipate port of entry procedures.
- Monitors work permit renewals in communities and initiates renewal processes.
- Provides direct support to communities during immigration audits.
- Ensures that L'Arche Canada has necessary support from an immigration lawyer in place. Acts as liaison with the lawyer as required for complex cases and questions.
- Maintains data for immigration statistics.
- Advises directly with Assistants Coordinators/HR responsables to find solutions to complex situations involving immigration.
- Seeks out opportunities for personal and professional growth.
- Notifies communities of any new requirements or changes to immigration regulations.

Qualifications:

- Immigration Consultant diploma or equivalent
- Fluent in spoken and written English and French
- Clear police check including vulnerable sector screening
- Ability to admit mistakes and learn; asks for and accept help when needed
- Ability to be flexible and manage the stress of multi-faceted responsibilities

- Ability to give clear directions when handling situations
- Works collaboratively, models and promotes conflict resolution, and is appreciative of others' efforts
- Is organized and able to set priorities and follow-through on commitments in a timely fashion
- Excellent verbal and written communication skills
- Good administrative skills, organized and demonstrates time management skills
- Ability to problem solve, assist in reaching solutions and obtaining necessary resources
- Develop and foster working relationships with immigration professionals and partner organizations

How to Apply:

Please submit your resume, including a minimum of two references, along with a cover letter outlining your desire for and fit with this role by March 1, 2020 to Tammy Bartel at tbartel@larche.ca .