



The Roman Catholic Diocese of Peterborough

## **Job Opening for a Refugee Sponsorship Coordinator**

The Refugee Program Coordinator is responsible for coordinating, promoting, and ensuring the overall effectiveness of the refugee sponsorship program for the Diocese. This position is open to fill an upcoming retirement.

The mission of the Refugee Ministry of the Diocese is to:

- Offer safe haven to persons with a well-founded fear of persecution based on race, religion, nationality, political opinion, or membership in a particular social group, as well as those at risk of torture or cruel and unusual treatment or punishment; and,
- To ensure that those refugees whom we sponsor receive the financial, emotional, and educational support necessary to successfully begin new lives in Canada.

The successful candidate will report to the Director of Finance, Property and Administration and will work closely with Refugee Sponsorship Advisory Committee, volunteers, Church groups and community members.

The Refugee Sponsorship Coordinator weekly hours will be varying and are limited to twenty (20) per week. The rate of pay is between \$23.00 to \$26.78 per hour based on experience. This role may require travel from time to time, and mileage will be paid according to the Diocesan rates. This position has a high level of independent work, requires an understanding of community and utilizing community expertise.

This opportunity will be of interest to you if you have a degree in social work, political science, legal studies or international relations or an equivalent combination of education and experience. You will also need to be adept at staying informed of legislation and public policy pertinent to refugee programs.

The successful candidate will be supported by ongoing training by IRCC - RSTP. Attendance at the annual Sponsorship Agreement Holders conference and engagement in other educational opportunities offered by Immigration, Refugees and Citizenship Canada will be expected.

Thank you for your interest in our opportunity. Please send your resume to [refugees@peterboroughdiocese.org](mailto:refugees@peterboroughdiocese.org) Candidates submission deadline is March 12, 2026. We thank all those that apply but only those selected for an interview will be contacted.



Roman Catholic Diocese of Peterborough

**POSITION TITLE:**       **Refugee Sponsorship Coordinator**  
Diocesan Pastoral Centre; Peterborough, Ontario

**Supervisor:**            Director of Finance, Property and Administration

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**POSITION SUMMARY:**

The Refugee Sponsorship Coordinator reports to the Director of Finance, Property and Administration manages the Diocese of Peterborough's refugee sponsorship caseload in accordance with our Sponsorship Agreement Holder (SAH) contract with Canada's federal immigration department. The focus of the role is to work with a diverse community of sponsors, government partners and supporting organizations to facilitate the preparation of complete sponsorship applications for submission to the government, and to follow-up and advocate (as necessary) to ensure the successful processing of overseas applications resulting in the safe arrival of resettled refugees to Canada and that the resettlement period is a success for refugee(s).

**KEY RESPONSIBILITIES:**

- Coordinate program implementation to ensure the Office for Refugees meets its annual target for application submissions to government.
- Lead sponsor groups/individuals and refugees in the preparation of all refugee and sponsor requirements as necessary for a complete application, including One Year Window (OYW) applications.
- Manage the Diocese of Peterborough's refugee sponsorship caseload while applications are pending overseas.
- Provide advice/information and design resources, tools, and trainings to ensure the successful processing of applications overseas and manage expectations for all stakeholders and the Roman Catholic Diocese of Peterborough.
- Monitor, identify, evaluate, and take action to address concerns or new information (either in Canada or overseas) that could undermine sponsorship success and/or lead to a potential breakdown in a sponsorship, while applications are pending overseas.
- Management, administrative and development support of the Refugee Sponsorship Advisory Committee to ensure its vibrancy and relevancy.

- Provide training, coaching, mentoring, and advice to staff, volunteers and sponsors in all aspects of refugee sponsorship and works closely to monitor them to ensure program success.
- Respond to possible IRCC case reviews or requests for reports.
- Work independently with little oversight, from multiple locations.

#### **QUALIFICATIONS:**

- The successful candidate would be required to be available for training by IRCC and RSTP (Refugee Sponsorship Training Program) and follow ongoing updates regarding policies and procedures.
- Bachelor's degree (or equivalent) in a relevant field.
- Minimum of 3-5 years of experience (in Canada or overseas) in at least one of the following areas: refugee protection and/or advocacy, immigration law, social justice, human rights and/or social work or international development.
- Demonstrated experience (in Canada or overseas) in direct program delivery and/or case management with trauma survivors and other vulnerable populations, preferably refugees.
- Applied working knowledge of Canadian refugee law, policy and programming and a strong understanding of the refugee resettlement work of Immigration, Refugees and Citizenship Canada (IRCC).
- Have a strong ability for attention to detail, thoroughness, organization, relationships, and PC proficiency.
- Must be able to respect, promote, accommodate, and not conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith, with the demonstrated ability to articulate the philosophy and objectives of the Catholic Diocese of Peterborough.