



Support, every step of the way

JOB POSTING

Job Title:	Private Sponsorship Specialist	Job Posting #: 841
Program:	Newcomer Services	Effective Date: ASAP
Posting Date:	August 1, 2017	Posting Closing: August 8, 2017
Status:	Full-time; temporary; Union	Duration: Until March 31, 2018

Purpose: The Private Sponsorship Specialist will assist sponsors in the sponsorship application process and provide training, workshops and support where needed.

Duties

1. Completing Private Sponsorship application process and providing support for sponsors
2. Coordinating information sessions for Private Sponsors on a variety of topics
3. Facilitating training sessions and workshops for staff and community partners
4. Enlisting support of external stakeholders from a wide variety of areas
5. Compiling lists of resources and referrals for Private Sponsorship
6. Answering Private Sponsorship inquiries
7. Completes administrative tasks, maintains effective recording/tracking systems and responds to queries
8. Works in partnership with professionals from other organizations
9. Adhere to the policies and procedures of Wesley Urban Ministries.
10. Attend staff meetings and training sessions as required.
11. Other duties as assigned.

Qualifications

1. Post-secondary degree/diploma in Human Services or related field with 3 years practical work experience
2. Completion of the Refugee Sponsorship Training Program advanced E-Training (AET201)
3. 1 year work experience with private sponsorship application process
4. Strong knowledge of community resources & supports available in Hamilton and surrounding communities
5. Advanced computer skills required in the following programs: Microsoft Word, PowerPoint, and Outlook; Adobe; any program database
6. Excellent communication, organization, and coordination skills.
7. Proven ability to demonstrate Wesley Urban Ministries mission, vision, and values.

8. Ability to work in a fast-paced environment and high stress situations.
9. Extensive knowledge of community programs, services, and resources.
10. Flexibility with work hours including evenings and weekends.
11. Valid Driver's License with access to a vehicle would be an asset
12. Non-violent crisis intervention and 1st aid/CPR training is required

Competencies

Customer Service

- 1) Builds constructive relationships characterized by a high level of acceptance, cooperation and mutual respect
- 2) Helps to create and contributes to a work environment that embraces and appreciates diversity
- 3) Values and respects the internal and external customers to the organization

Accountability

- 1) Takes personal responsibility for the quality and timeliness of their work, and team work
- 2) Believes, respects and adheres to the vision, mission and values of Wesley Urban Ministries

Commitment

- 1) Demonstrates an understanding of Wesley Urban Ministries Mission, Vision and Values through service delivery approach
- 2) Acts with integrity
- 3) Demonstrates a knowledge of the code of ethics of working in social services
- 4) Adapts to changing program requirements, conditions and work responsibilities

Please send resume with cover letter to: hr@wesley.ca

Wesley Urban Ministries is an equal opportunity employer. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please. More information about Wesley can be found on our website at www.wesley.ca.