



**PROJECT COORDINATOR
FRANCOPHONE COMMUNITY IMMIGRATION PILOT
FULL-TIME POSITION – Annual contract renewable up to 4.5 years**

Work Location : Wawa, White River, Dubreuilville, Chapleau, Hornepayne or Manitowadge

Estimated Starting Date : May 2025 (end date of December 31, 2029)

Hours per Week: 35 hours, 4-day work week

Salary Range: \$30/hr - \$42/hr (salary commensurate with experience)

Social Benefits: Health Benefits Package including life insurance, RRSP contributions, vacation and sick/personal days

This is a hybrid remote position, with minimum of two days in office per week

Summary of functions

Superior East CFDC is seeking a highly motivated individual with strong organizational skills to coordinate and manage the administration of the pilot immigration program in the region's francophone communities. The successful candidate will work with local employers, community organizations and Immigration, Refugees and Citizenship Canada (IRCC) to implement key processes and support the integration of newcomers to the region. This position is essential to the smooth running of the pilot program, including employer allocation, candidate assessment and reporting requirements. The new team member will work closely with the CFDC team and community partners involved in francophone immigration.

Tasks

- Manage the pilot program in accordance with IRCC guidelines, including the identification of key sectors for economic growth and the establishment of labour market priorities in collaboration with stakeholders.
- Approach local partners, including municipalities, organizations involved in francophone immigration and employers, to support the administration of the pilot program.
- Establish and manage pilot program administration processes with a focus on integrity to ensure compliance with objectives and requirements.
- Raise awareness and educate local employers, community partners and other stakeholders.
- Provide support to employers throughout the designation and application process.
- Receive and evaluate employer applications and referrals according to program criteria.
- Collaborate with the pilot program partners committee to recommend suitable candidates to IRCC.
- Monitor the integrity of the pilot program to ensure compliance with requirements and objectives.
- Carry out follow-ups to ensure that project targets and deliverables are met, and report on program activities and results by completing the required reports.
- Other duties as assigned.

Competencies

- Post-secondary degree/diploma in a field related to immigration, economic development, administration, management or political and social sciences
- Relevant experience in one of the above fields. Three years of experience preferred.
- Good knowledge of immigration policies and labour market trends in the Superior East region
- Excellent French and English language skills. Bilingualism required.
- Good time management and organizational skills

- Interpersonal skills and ability to lead and facilitate meetings.
- Ability to assess applications, make decisions based on eligibility criteria and critically evaluate information provided.
- Strong attention to detail to ensure accuracy of documentation.
- Ability to respect confidentiality and sensitive information in accordance with privacy legislation.
- Proficiency with software such as MS Office, Adobe Acrobat Professional, Google Suite and videoconference platforms.
- Driver's license and vehicle required for travel within the Superior East region. Travel allowance will be issued for work-related travel.

Information regarding the Superior East CFDC and its programs and services can be viewed at www.superioreastcfdc.ca.

Interested candidates should send their curriculum vitae and a covering letter in English or French by Wednesday, April 30, 2025, to the attention of:

Tracy Amos

General Manager

amos@superioreastcfdc.ca

Superior East Community Futures Development Corporation

14 Ganley St, Wawa, ON P0S 1K0

Superior East CFDC is committed to diversity in the workplace and encourages applications from all qualified candidates. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

The Superior East CFDC is funded by FedNor.



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