



**Processing Specialist, Transportation
Department of Migration & Refugee Services**

Position Description

This position specializes in the coordination of case travel arrangements and interfaces with case managers, diocesan resettlement offices, other resettlement agencies, overseas posts, as well as the International Organization for Migration at all ports-of-entry to resolve problems as necessary. The position also regularly interfaces with data processing regarding case reconciliation and other daily tasks.

Requirements:

Level of Education: Undergraduate degree.

Major Field/Specialty: Social Work, Transportation, Logistics or other appropriate field

Other Specialized Training (i.e. word processing, personal computer, knowledge of Catholic Church, etc.):

Computer training

Refugee processing procedures

Knowledge of the travel field is helpful

Language Requirement (if any): Knowledge of a foreign language is not required but helpful.

Type and Nature of Professional Experience (1-3 years of experience required):

Case management

Business Administration

Travel/transportation

Communications

Strong organizational skills

Solid oral and written skills.

Skilled in computer applications

Domestic and international experience in refugee processing highly desired