



Resource and Program Specialist Department of Migration & Refugee Services

Position Description

The primary responsibility of this position is to assist in the identification and development of resources and technical assistance that sustain and enhance MRS's ability to carry out its mission to work on anti-trafficking activities. This position also supports the bishops' strategic plan for the Conference and demonstrates shared qualities of effectiveness in all work interactions.

Requirements:

Level of Education: Undergraduate degree

Major Field/Specialty: Program Administration, Public Policy, International Relations, or other related field

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

- Knowledge and understanding of Catholic Church structure and teachings
- Excellent interpersonal and verbal and written communication skills
- Ability to work independently and with limited supervision
- Strategic thinking skills
- Understanding of relationships and systems (i.e. government and NGOs, law enforcement and social service providers)
- Initiative and confidence to ask questions and make decisions on how to plan for an assigned project in a fast-paced work environment
- Ability to work independently on a number of separate, simultaneous tasks
- Proficiency in writing and research
- Database management skills
- Organizational skills
- Computer: standard PC software applications
- Knowledge of Catholic and non-Catholic social service structure

Language Requirement (if any): None; however, knowledge of a foreign language helpful

Type and Nature of Professional Experience (2-3 years of experience required):

- Program administration in immigration, refugee, social services or other related field preferred
- Research
- Working independently as well as with a team
- Database experience is preferable