



Special Projects Manager **Department of Migration & Refugee Services**

Position Description:

This position coordinates projects that are program related but fall outside the normal workload of program staff such as proposal development, program start-up, program operating manuals, program content for the MRS website and MRS-wide conference planning. This position coordinates cross divisional projects that address priorities identified by the Director of Refugee Programs.

This position also supports the bishops' strategic plan for the Conference and demonstrates shared qualities of effectiveness in all work interactions.

Requirements:

Level of Study: Undergraduate degree required. Graduate degree or equivalent preferred.

Major Field/Specialty: Business or Public Administration, grants management, social sciences, international studies or related fields.

Language Requirement (if any): Excellent written and verbal English language skills required. Knowledge of a foreign language helpful.

Other Specialized Training:

- Program Administration
- Management Experience
- Refugee resettlement or related program experience
- Computer: standard PC software applications; knowledge of data base management
- Knowledge of Catholic Social teachings as well as knowledge of Catholic Church and diocesan structure
- Knowledge of social service networks
- Knowledge of structure of Catholic and non-Catholic social services networks

Type and Nature of Professional Experience (*Minimum 5 years of directly related experience*):

- Management of refugee resettlement or related programs
- Budget development and administration
- Staff management and supervision
- Excellent written and oral communication skills
- Able to perform work in a team setting as well as work independently
- Meeting facilitation