



**Processing Specialist (AOR)
Department of Migration & Refugee Services**

Position Description:

This position is responsible for assisting in the system for processing Affidavits of Relationship submitted to the Office of Refugee Programs. This position also services as a back-up for the Transportation Specialist.

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: High school diploma required; undergraduate degree or equivalent experience preferred

Major Field/Specialty: Computer Services or Business Administration

Other Specialized Training:

- Refugee processing procedures helpful but not required
- Proficiency in Microsoft Word, e-mail, internet, etc.
- Knowledge of the Catholic Church structures and teachings
- Good verbal and written communication skills
- Strong organizational skills

Foreign Language Requirement: Knowledge of a foreign language helpful

Type and Nature of Professional Experience (*Minimum 1- 3 years*):

- Experience in a business office with data entry responsibility.
- Experience in communicating with business partners to provide training/technical assistance.
- Good communications and interpersonal skills
- Attention to detail, accuracy
- Team player, flexibility