



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence,
Bilingualism

IMMIGRATION STRATEGY OFFICER

Economic Development– Job # P1266

CLOSING DATE: NOON – AUGUST 26, 2024

JOB SUMMARY:

This position reports directly to the Director of Economic Development.

The incumbent will be responsible for leading, facilitating and coordinating all aspects of Moncton’s immigration efforts and operations in order to enhance the prosperity and quality of life of newcomers in the community.

The incumbent will be responsible to provide input and execute the City of Moncton’s departmental immigration strategic direction within the context of the City of Moncton and in harmony with local or regional priorities or strategies.

The incumbent will implement immigration solutions to fuel Moncton’s workforce needs and entrepreneurial community.

The role will focus on population growth through economic immigration via the attraction, retention and integration of newcomers.

The incumbent will be required to demonstrate a broad vision for immigration and community development and will be required to collaborate and work in partnership with established service providers in both the public, private and non-profit sectors.

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city’s reputation as one of the best places in Canada to live, study, work and play.

This is a non-unionized position.

The City of Moncton offers an attractive salary and benefits package.

[City of Moncton Salary and Wage Scale](#)

EDUCATION:

- High School graduate or equivalency.
- Must have a university degree in Arts, Business, Public Administration, Community Development, International Studies or a degree relative to the position.

EXPERIENCE:

- Must have a minimum of three (3) years' experience in the field of immigration (recruitment, welcoming and settlement services), multi-culturalism and/or community business development.
- Experience with presentations and facilitating meetings or events is a requirement.

LANGUAGE:

- The ability to communicate (oral and written) in both official languages is a requirement (English and French). Multilingual would be an asset.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be familiar with the economic development and immigration service providers in the community, as well as the social fabric of the region.
- Must be self-motivated and demonstrate knowledge of the immigration processes, legislations and policies at both provincial and federal levels.
- Must be familiar with and have knowledge of economic development principles such as population growth, business factors/data/statistics, sectorial knowledge and community resource knowledge.
- Knowledge and understanding of different cultures.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint and Outlook).
- The position requires strong communication skills both written and oral. The ability to conduct presentations with a high degree of skill in public relations.

JUDGEMENT AND INITIATIVE:

- Judgment, diplomacy and discretion are absolutely necessary.
- Due to the confidential nature of the work, the incumbent requires tact and discretion when dealing with all matters, and demonstrate knowledge and adherence to corporate policies and privacy legislation.
- Must be capable of working with limited supervision while participating and managing concurrent assignments.
- Must be organized and have the ability to prioritize effectively.
- Must have a high level of tact and persuasion when dealing with persons inside and outside the Corporation.
- Must be capable and confident working with all community stakeholders; must be confident and tactful in communicating and influencing and serving internal and external stakeholders.

OTHER:

- Must possess and maintain a valid Class 5 New Brunswick driver's license.

CONTACT:

- Demonstrated ability to develop and build relationships build trust with clients is required.
- Demonstrated ability to negotiate effectively with a variety of clients is required.
- Existing contacts with other immigration service providers locally, provincially and nationally are desirable.

SUPERVISION:

- Must be capable of working with limited supervision while participating/managing concurrent assignments. Supervision of others is not normally a requirement of this position.

CONDITIONS OF WORK:

- Requires high level of concentration and attention to detail.
- The position involves variable hours, including some weekend and evening work and some travel, provincially, nationally and internationally.