



**TEMPORARY FULL-TIME PROJECT CO-ORDINATOR  
RURAL AND FRANCOPHONE COMMUNITY IMMIGRATION PILOTS  
(FIVE YEAR CONTRACT)  
COMPETITION NO.: ED-2025-02**



<b>Posting Date:</b>	February 20, 2025	<b>Closing Date:</b>	March 7, 2025
<b>Department:</b>	Economic Development	<b>Hours per Week:</b>	35 hours per week
<b>Benefits Entitlement:</b>	No	<b>Existing Position:</b>	No
<b>Pension Entitlement:</b>	Yes - Employer Matched Contributions		
<b>Salary Level 105–Step 1</b>	\$80,207 (2025)	<b>Union:</b>	Non-Union

### Position Summary

The City of Timmins is seeking a highly motivated and organized individual to co-ordinate and oversee the administration of the Timmins Regional Rural and Francophone Community Immigration Pilots. The successful candidate will collaborate with local employers, community organizations, and Immigration, Refugees and Citizenship Canada (IRCC) to implement key processes and support the integration of newcomers in the region. This position plays a vital role in ensuring the smooth execution of the Pilot, including employer designation, candidate assessment, and reporting responsibilities. The new team member will work closely with the Community Economic Development team and the Pilot Steering Committee.

### Duties

- Manage overall Pilot direction in accordance with Federal program guidelines, including identifying key sectors for economic growth and set labour market priorities in collaboration with stakeholders
- Engage with local partners, including municipalities, immigrant-serving organizations, and employers, to support the administration of the Pilots
- Establish and manage Pilot administration processes with an emphasis on program integrity to ensure compliance with all Pilot objectives and requirements
- Conduct outreach and education to local employers, community partners, and stakeholders
- Provide support to employers throughout designation and application process
- Receive and assess for employer designation and candidate recommendations in accordance with program criteria
- Collaborate with Pilot Steering Committee to recommend suitable candidates to IRCC
- Monitor and ensure project objectives and deliverables are met, and report on program activities and outcomes
- Other duties as assigned

### Qualifications

- Post-secondary diploma or degree in Community Economic Development, Immigration, Human Resources, Business Administration, or related discipline
- Strong knowledge of immigration policies and labour market trends is considered an asset
- Excellent written and oral communication skills and presentation skills
- Strong time management and organizational skills
- Exceptional interpersonal skills and ability to lead and facilitate meetings
- Ability to evaluate applications and make decisions based on program eligibility criteria
- Strong attention to detail to ensure records and documentation are accurate and organized
- Ability to maintain confidential and sensitive information in accordance with applicable privacy acts
- Ability to critically assess information
- Proficiency in Microsoft Office Suite and video conferencing platforms
- Bilingualism in English and French is required
- Must be a Canadian Citizen or Permanent Resident
- Must have access to own transportation to travel to various work locations

### How to Apply

Submit your cover letter and resume describing your experience and details of your qualifications with the subject line “Project Co-ordinator – Rural and Francophone Community Immigration Pilots”.

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **March 7, 2025**.

**Via Email:** [human\\_resources@timmins.ca](mailto:human_resources@timmins.ca)

*The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.*

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