



**TEMPORARY FULL-TIME IMMIGRATION SUPPORT OFFICER
(FOUR-YEAR CONTRACT)
(COMPETITION NO.: ED-2026-02)**



Posting Date:	March 23, 2026	Closing Date:	April 3, 2026
Department:	Economic Development	Hours per Week:	35 hours per week
Benefits Entitlement:	No	Existing Position:	No
Pension Entitlement:	Yes - Employer Matched Contributions		
Salary:	\$76,895	Union:	Non-Union

Interviews are tentatively scheduled for April 21, 2026. Further details (including time and location) will be provided to candidates selected for interviews.

Position Summary

Timmins Economic Development is seeking a highly motivated and organized individual to support the administration of the Regional Rural and Francophone Community Immigration Pilots (RCIP/FCIP). The new team member will work closely with the City of Timmins Economic Development team and the Pilot Steering Committee to ensure successful implementation of the Pilots in the region.

Duties

- Provide timely responses to Pilot inquiries
- 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
- Maintain program integrity to ensure compliance with all Pilot objectives and requirements
- Other duties as assigned

Qualifications

- Post-secondary diploma or degree in Community Economic Development, Immigration, Human Resources, Business Administration, or related discipline
- Excellent oral and written communication skills
- Computer literacy and ability to use MS Office Suite
- Strong time management and organizational skills
- 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
- Bilingualism in English and French is required
- Must be a Canadian Citizen or Permanent Resident
- Position will be based in Timmins in an office environment
- Must possess a valid driver's licence

How to Apply

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 **April 3, 2026**.

Via Email: 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.

www.timmins.ca
www.movetotimmins.ca
[\(705\) 264-1331](tel:(705)264-1331)