

CCCB Migrant and Refugee Ministry Service

POSTE/POSITION: National Coordinator, Migrant and Refugee Ministry / Coordonnateur national/Coordonnatrice nationale, pastorale auprès des personnes migrantes et réfugiées

OFFICE: General Secretariat / Secrétariat général

Summary

Under the supervision of the CCCB General Secretary, and working closely with the Assistant General Secretary as the General Secretary's delegate for day-to-day operational coordination, the National Coordinator, Migrant and Refugee Ministry, will establish, coordinate, and evaluate a three-year CCCB Migrant and Refugee Service in collaboration with the Episcopal Commission for Justice and Peace. The role will serve as a national point of reference for dioceses and eparchies, helping them respond more effectively to the pastoral, social, and policy realities affecting migrants, refugees, asylum seekers, temporary workers, and other vulnerable migrant populations.

This is an opportunity to help build a new national Catholic service, strengthen local and diocesan ministry, and contribute to the Church's public witness on behalf of migrants and refugees.

Responsibilities

1. Establish and operate the CCCB Migration and Refugee Ministry Service

- Develop and implement the Service's annual workplan, intake and response process, and practical systems for receiving, tracking, and responding to diocesan/eparchial inquiries.
- Serve as a knowledgeable national resource for dioceses and eparchies seeking pastoral, practical, and policy-related guidance.
- Identify recurring needs, service gaps, emerging issues, and opportunities for formation, coordination, or public witness.
- Collaborate with other members of the CCCB staff team in executing the pastoral vision of the Bishops of Canada.

2. Build and animate a national network

- Identify, contact, and maintain relationships with diocesan and eparchial representatives, Catholic organizations, religious communities, pastoral workers, volunteers, and other relevant partners engaged in migrant and refugee ministry.
- Convene information-sharing opportunities, consultations, webinars, and other exchanges to strengthen coordination among local migrant and refugee ministries.
- Gather and share feedback, promising practices, reliable information, and updates on pastoral and policy issues affecting migrants and refugees.

3. Develop resources, formation, and support for priority pastoral areas

- Develop, curate, and disseminate practical tools, briefing notes, guidance documents, and pastoral resources for dioceses and eparchies.
- Organize at least one major webinar, seminar, or formation event annually for pastoral workers and volunteers, rooted in Catholic Social Teaching.
- Provide support, guidance, and appropriate referrals on issues affecting refugees, asylum seekers, migrant families with children, temporary or itinerant workers at risk of exploitation, seasonal workers, and other vulnerable migrant populations.
- Assist dioceses and eparchies with pastoral and practical questions related to the arrival, integration, and accompaniment of international priests, religious sisters/brothers, and other pastoral personnel serving in Canada; liaise with government departments, Catholic partners, settlement organizations, and qualified external experts as appropriate.

4. Support awareness, communications, advocacy, and public witness

- Work with the CCCB Communications Service to prepare and disseminate public-awareness resources and support at least one major annual awareness initiative, particularly in connection with the World Day of Migrants and Refugees.
- Monitor emerging public policy issues affecting migrants, refugees, asylum seekers, temporary workers, and other vulnerable migrant populations.
- Prepare briefing notes, backgrounders, draft correspondence, meeting materials, and other documents to support CCCB leadership and the Episcopal Commission for Justice and Peace in advocacy or public engagement.

5. Evaluate the pilot and provide administrative support

- Maintain the records and indicators needed to evaluate service uptake, inquiries, network participation, formation activities, resources produced, awareness initiatives, advocacy activities, and outcomes where available.
- Gather annual feedback from dioceses and eparchies and support the Episcopal Commission for Justice and Peace in its Year 1, Year 2, and final Year 3 evaluations, which will result in the Commission's recommendation on whether the Service should be maintained, adapted, or expanded beyond the pilot phase.
- Prepare agendas, background materials, notes, minutes, reports, correspondence, budgets, and meeting/event logistics related to the Service and, as required, the Episcopal Commission for Justice and Peace.
- Perform other related duties consistent with the purpose of the position, as assigned by the General Secretary.

Qualifications

- University degree in theology, religious education, pastoral ministry, social work, public policy, migration studies, or another relevant field, or an equivalent combination of education and experience.
- Minimum of five years of relevant experience in a ministry, diocesan/eparchial, non-profit, resettlement, advocacy, or public policy setting.
- Demonstrated experience in network-building, program development, adult formation/training, consultation, stakeholder engagement, research.

- Strong knowledge of the Catholic Church, its structures and terminology, and a demonstrated commitment to Catholic Social Teaching.
- Excellent written and oral communication skills in one official language, with strong working ability in the other; advanced bilingual capacity in English and French is preferred.
- Strong organizational skills, sound judgment, discretion, tact, proficiency with Microsoft Office, and the ability to manage multiple priorities in a collaborative environment.

Assets

- Knowledge of Canadian immigration and refugee policy, refugee sponsorship, resettlement services, migrant worker issues, or immigration-related processes affecting international clergy and religious personnel.
- Experience working with dioceses, eparchies, parishes, religious communities, Catholic organizations, or other faith-based organizations.
- Direct experience in migrant and refugee ministry, intercultural pastoral ministry, refugee sponsorship, resettlement support, advocacy, monitoring/evaluation, or the development of practical resources and training materials.
- Lived experience of migration or experience working closely with migrant and refugee communities.

Conditions of Employment

- Salary range: \$100,013-\$118,783 (level 8), with excellent working conditions, including pension and benefits.
- This vacancy is due to a newly created role within the organization.
- Three-year pilot appointment, with possibility of renewal subject to evaluation and available funding.
- Position is based at the CCCB Office in Ottawa and requires presence in the office at least three days per week; some travel within Canada may be required.
- The selected candidate will be subject to a background security check.

Application

Interested candidates are invited to submit a cover letter and résumé to careers@cccb.ca before **31 July 2026**.

Artificial Intelligence is not used in our recruitment process.

In accordance with Section 24(1) of the Ontario Human Rights Code, the CCCB has the right to give preference to Catholic candidates. The CCCB welcomes applications from people with disabilities. Accommodations are available on request.