



IMMeCentre Project Coordinator (Contract)

Position Overview:

The Canadian Association of Professional Immigration Consultants (CAPIC) is the non-profit professional association for immigration and citizenship consultants dedicated to promoting their best interests. CAPIC is recognized as a key stakeholder in immigration issues and a national leader in professional development programs and is credited with promoting professionalism in the immigration consulting industry.

Built by CAPIC to support immigration and citizenship consultants through access to resources indispensable to their practices, the IMMeCentre is one of Canada's largest immigration and citizenship libraries. It is offered at no additional charge to immigration and citizenship consultants once they are CAPIC members. CAPIC has moved the IMMeCentre to a "shared knowledge" platform, thereby allowing all members to take part in the service.

CAPIC is seeking an immigration and citizenship consultant to fill the position of IMMeCentre Project Coordinator. The incumbent will be responsible for maintaining and improving the management of IMMeCentre content. Reporting to the Chief Executive Officer, the IMMeCentre Project Coordinator's key responsibilities and functions are as follows:

- Research and cultivate an accurate perception of the association's mission and goals
- Review current structure of the IMMeCentre to identify areas needing improvement
- Analyze and archive material based on category
- Prepare monthly requirements to be added to the library
- Set an annual plan to populate the IMMeCentre based on members' needs
- Remove obsolete information and transfer all archived material to CAPIC
- Update all files on an ongoing basis by acquiring new materials and uploading them to the IMMeCentre
- Expand the current materials to ensure they cover all aspects of immigration and citizenship issues, including case law
- Continuously evaluate the needs of members
- Encourage members through the IMMeForum and other channels to share information relevant to their practice
- Develop and present a briefing session to members when requested
- Develop a complete ATIP manual to train CAPIC support staff in managing IMMeCentre information
- Update the ATIP manual when required
- Any other tasks as assigned by CAPIC

Qualifications:

- A minimum of 8 years of experience as an immigration and citizenship consultant and currently practising
- Extensive knowledge of Canada's *Access to Information Act*
- Experience with government agencies and knowledge of and experience with the ATIP process
- Ability to work independently as part of a dynamic team
- Ability to prioritize and deliver on tight deadlines
- Articulate, polished, and professional demeanor with strong work ethic, initiative, and confidence

Compensation: Salary commensurate with experience.



How to Apply:

Please send a cover letter and your resume to HR@capic.ca before August 29, 2019, with "IMMeCentre Project Coordinator Application" in the subject line. Only those selected for an interview will be contacted.