

INTERNAL & EXTERNAL JOB POSTING

**Coordinator, Bridging the Gap for Internationally Educated Early Childhood Educators
Short-term contract until end June, 2022**

ISANS is seeking a full-time **Coordinator, Bridging the gap for Internationally Educated Early Childhood Educators** to coordinate and run the Bridging the Gap for Internationally Educated Early Childhood. Reporting to the Supervisor, Pre-Employment & Bridging and to the Manager, Employment & Bridging, this position will be responsible for:

- Coordinating, organizing and implementing the program activities
- Liaising, consulting and building relationships with ECE employers, NS Association of Early Childhood Educators, provincial regulators, NS College of Early Childhood Education and other stakeholders across Nova Scotia
- Working closely with the Communications team to develop program information and marketing materials
- Working closely with ISANS teams on implementing the program activities in a timely manner
- Working in collaboration with subject matter experts on identifying ECE competencies and developing on-the-job assessment to be completed by clients and supervisors.
- Coordinating and delivering training to ECE supervisors and clients on demonstration and assessment of ECE competencies and skills.
- Marketing the project through information sessions and recruiting eligible candidates in collaboration with the employment specialist team.
- Providing comprehensive needs assessment to select eligible clients to complete all project components.
- Facilitating the job search for ECEs workshop to potential ECE job seekers and ensuring that clients are ready to start the 12-week on the job skills assessment
- Connecting successful clients with ECE employers to complete a 12-week on-the-job 12-week skills assessment.
- Conducting ongoing online and in-person employer/client follow-up visits to ensure the smooth running of the project.
- Preparing contracts with employers and clients, preparing training allowance payments and adding clients' names to the insurance agreement through ISANS.
- Connecting ECE clients with NSCECE to complete Level 1 training.
- Documenting all program activities, challenges, recommended practices and lessons learned for future program delivery.
- Identifying and providing other support programs as needed
- Recording all relevant client information on databases in a consistent and timely manner as appropriate to the position
- Completing activity reports and conducting final program evaluation

The ideal candidate for this position will have the following:

Education:

- Post secondary education in Early Childhood Education is an important asset
- Equivalent combination of education and experience will be accepted

Experience:

- Experience in project management
- Experience in recognition of prior learning an asset
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience developing, implementing and evaluating programs or projects
- Experience delivering service face to face and/or online
- Experience with marketing, networking and outreach
- Experience in group facilitation
- Experience delivering presentations

Knowledge:

- Knowledge of pathway to licensure for internationally educated ECEs an asset
- Understanding and knowledge of adult education principles

Skills:

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications
- Additional languages an asset
- Strong marketing and presentation skills

Terms of Employment

- Short-term contract to June 30, 2022
- Full-time, 35 hours per week
- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements.

Commencement Date: ASAP

Closing Date: Wednesday January 19 ,2022- 4.00pm

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

Please note that ISANS requires Proof of Vaccination (POV), or an approved exemption, from all its employees in order to be part of the organization. If you need to request an exemption, it must be based on human rights grounds.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

We wish to thank all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.