

INTERNAL JOB POSTING

Coordinator, Immigrant Youth Employability Project

ISANS is seeking a full-time **Coordinator, Immigrant Youth Employability Project** responsible for implementing and coordinating the delivery of Immigrant Youth Employability Project (IYEP) activities which provides immigrant youth out of school with the opportunity to participate in a 10-week, full-time employability training and on-the-job work experience to identify their future career plan, gain work experience and prepare for their long term education plan. Reporting to the Supervisor and the Manager, Employment & Bridging, this position will be responsible for:

- Facilitating on-going project recruitment efforts (updating promotional flyers, answering inquiries about the project; assessing prospective project participants in collaboration with the facilitator);
- Facilitating in-class training as needed;
- Scheduling technical training for the project participants with the service providers (Ecology Centre, St. John Ambulance, etc.) and ISANS staff;
- Conducting job development activities for project participants including organizing employer panels online on in person;
- Making weekly employer/youth visits during the work experience part of the project in order to provide consistent follow up with clients and prevent job loss and other crises that may arise in the work place;
- Calculating training payments, creating and submitting cheque requisitions to the Finance Department to ensure timely payments to project participants during the in-class training phase;
- Preparing subsidized wage subsidy contracts and securing the signatures of all parties (host employers, manager and clients);
- Coordinating the delivery of bus passes or bus tickets to the project participants;
- Recording all project activities and client data in NewORG and Service Canada databases; following up with clients, employers, and staff if data is missing or not available;
- Reviewing employers' invoices and preparing wage subsidy cheque requisitions for timely submission to the Finance team;
- Purchasing healthy snacks for the project participants during in-class training;
- Recording, processing and storing documents in accordance with established procedures using computerized and manual processing systems;
- Other responsibilities and duties as required

The ideal candidate for this position will have the following:

Education:

- Bachelor degree/diploma
- Equivalent combination of education and experience will be accepted

Experience:

- 2 years' experience in a similar position
- Experience engaging with employers and building strong partnerships
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience with computer programs and databases; data input, queries, generating/developing reports, spreadsheets, presentation documents

Skills:

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

Terms of Employment:

- Fixed-term contract to March 31st, 2022, renewable pending funding confirmation
- 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:** Tuesday January 18 at 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.**