

INTERNAL AND EXTERNAL JOB POSTING

Coordinator, Privately sponsored Refugees (PSR)

Short-term contract to end March 2023

ISANS is seeking a Full-time **Coordinator, Privately Sponsored Refugees (PSR)** to facilitate private refugee sponsorship in Nova Scotia by supporting, informing and assisting relatives and private refugee sponsorship groups with sponsorship processes and issues. Reporting to the Supervisor & Manager, Refugee Resettlement, this position is responsible for:

- Raising awareness about the Private Sponsorship Program
- Meeting with ethno-cultural, faith and community groups about sponsorship issues
- Meeting with families and groups about issues related to applying to sponsor relatives/refugees
- Offering individual and group sessions on private refugee sponsorship and settlement
- Submitting applications and monitoring overseas case files for ISANS
- Providing private refugee sponsorship groups with problem solving support related to overseas processes (pre-arrival) and settlement issues (post-arrival)

The ideal candidate for this position will have the following:

Education:

- Bachelors Degree or
- Equivalent combination of education and experience will be accepted
- Adult Education/training certificate/diploma an asset

Experience:

- 2 years experience in a similar position
- 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 networking and outreach
- Experience in group facilitation
- Experience delivering presentations

Knowledge:

- Knowledge of local activities, programs and community organizations that serve the immigrant population

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

ISANS Core Competencies

Cultural Competency; Equity, Diversity & Inclusion

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

Terms of Employment:

- Short-term contract to March 31st, 2023
- 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 May 24, 2022 – 4 p.m.

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.

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.

Only those eligible to work in Canada will be considered for this position.

**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.**