

INTERNAL & EXTERNAL JOB POSTING

Coordinator, Job Retention, Skilled Newcomer Training Incentive Bond Project

ISANS is seeking a full-time **Coordinator, Job Retention, Skilled Newcomer Training Incentive Bond Project** to work with skilled newcomers and supervisors on completing the onboarding process, providing individualized support to participants, identifying training gaps and referring participants to additional training. Working with supervisors to ensure participants' success on the job. Reporting to the Manager, Employment & Bridging, this position will be responsible for:

- Working closely with the project team and employers to ensure participants' success on the job;
- Assisting employers with training and development of onboarding plan for hiring;
- Working directly with employed participants' and their supervisors during the first 6-months of their employment to ensure their success on the job;
- Working with participants' on reviewing their on-the-job action plan, training needs and areas of improvement;
- Consulting with employers/supervisors and participants on training needs and possible opportunities through their employers or ISANS programs;
- Supporting employers and their staff with cultural sensitivity training in collaboration with ISANS experts;
- Conducting regular check-in interviews and site-visit with employers and participants to identify any barriers that can impact their shared success;
- Working closely with the project team and ISANS teams on implementing the project activities in a timely manner
- Documenting all project activities, challenges, successes, recommended practices and lessons learned for future project delivery
- Recording all relevant client information on NewOrg database in a consistent and timely manner as appropriate to the position
- Completing quarterly activity reports in partnership with other project staff

The ideal candidate for this position will have the following:

Education:

- Post-secondary education or equivalent combination of education and experience in career coaching, mentoring, human resources or adult education
- Equivalent combination of education and experience will be accepted

Experience:

- Experience in project management
- Experience with identifying training gaps and resources
- Experience working mentoring and coaching
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience developing, implementing and evaluating projects
- Experience delivering service face to face and/or online
- Experience delivering presentations

Knowledge:

- Knowledge of the NS Labour Market Information

Skills:

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Access to a vehicle and ability to conduct employer site visits

- Strong time management and organization skills
- Proficient with MS Office applications
- Additional languages an asset
- Strong marketing and presentation skills

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:

- Fixed term contract to March 31st, 2023, 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 August 16, 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.**