

INTERNAL AND EXTERNAL JOB POSTING

Coordinator, Professional Mentorship Program

ISANS is seeking a Full-time **Coordinator, Professional Mentorship Program** to match internationally educated/experienced immigrants with volunteer mentors in their fields. The mentorship program assists mentees to enhance their employability, increase their professional networks and access professional groups and associations. Reporting to the Manager, Business & Workforce Integration, this position is responsible for:

Duties and Responsibilities:

- Facilitate face to face or virtual intake and assessment with clients eligible for the program
- Implementing and developing client recruitment, referral and orientation procedures
- Arranging, supervising, supporting and evaluating mentor-mentee matches pre-arrival , distance, or face-to-face
- Recruiting and selecting of prospective professional mentor volunteers
- Designing and delivering orientation and training to mentor volunteers
- Ensuring that mentor volunteers' and clients' activities comply with the volunteer and client process and guidelines
- Creating resources for mentors and mentees
- Building/tapping local networks of professional organizations to support this program
- Coordinating networking opportunities for skilled immigrants to access professional groups and associations
- Evaluating program outcomes and its impact on clients
- Recognizing opportunities for project partnerships with other service providers, government agencies and professionals, including private and public sector for the benefit of clients
- Promoting the Professional Mentorship Program through outreach and communications to increase mentor and mentee referrals
- Practicing advocacy activities by attending or occasionally speaking at events, and representing ISANS as needed

General responsibilities:

- Providing information as required for internal/external reports and proposals, grants etc.
- Reviewing and adhering to ISANS workplace health and safety policies; safety is everyone's responsibility
- Recording all relevant client information on databases in a consistent and timely manner as appropriate to the position
- Attending regular Staff Meetings and Team meetings
- Attending training and development opportunities as appropriate
- Attending and providing support at ISANS events
- *Flexibility – ability to work some evenings and weekends as required*
- Performing other duties as required

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, partnership building and outreach
- Experience in group facilitation

- Experience delivering presentations
- Experience in public relations and/or marketing

Knowledge:

- Knowledge of professional groups and associations
- Knowledge of the Nova Scotia labour market
- Knowledge of job search techniques, résumé development, and interviewing skills an asset

Skills:

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Excellent MS Office applications skills
- Strong presentation skills
- Strong networking skills
- Additional languages an asset
- Full driving license and access to reliable vehicle essential

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:** Thursday November 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.**