

INTERNAL & EXTERNAL JOB POSTING

Coordinator, Practice Interview Program

Short-term contract to end March 2023

ISANS is seeking a Full-time **Coordinator, Practice Interview Program** responsible for organizing and coordinating practice job interviews between local HR professionals and qualified and job ready immigrants. Reporting to the Supervisor, Employment Services and the Manager, Employment & Bridging, the Coordinator, Practice Interview Program will be responsible for:

- Processing practice interview referrals/ requests from employment specialists, pre-employment workshop facilitators, language instructors, clients and others
- Updating and communicating effectively and working in close collaboration with Employment Specialists
- Developing and maintaining a network of HR and employer contacts within HRM and distance
- Setting up group practice interview sessions to IMGs and other healthcare professionals
- Identifying, contacting, negotiating and contracting with HR Professionals and employers
- Coordinating practice job interviews including taping and debriefing
- Publicizing the program to prospective newcomer participants; providing program information on an ongoing basis
- Connecting clients to Skills International "Perfect Interview" tool
- Coordinating special events associated with the program

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 in group facilitation
- Experience delivering presentations

Knowledge:

- Knowledge of human resource practices including resume development, interview techniques and job search

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: Friday December 2, 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.

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.**