

INTERNAL AND EXTERNAL JOB POSTING

Job Search Resource Centre Facilitator

Short-term contract to end March 2023

ISANS is seeking a full-time **Job Search Resource Centre Facilitator** to support job-seeking clients with their immediate needs including answering employment related questions, targeting resumes, applying for jobs, and accessing information about internal and external supports at the Job Search Resource Centre. Reporting to the Supervisor, Pre-Employment & Bridging and the Manager, Employment & Bridging, the Job Search Resource Centre Facilitator will be responsible for:

- Staffing the Job Search Resource Centre offering drop-in support to clients accessing the centre including: reviewing resumes, cover letters, job applications and answering employment related questions
- Providing timely on-line resume, cover letter and job application reviews to clients, who are unable to access the centre in person or who live in rural Nova Scotia, through several types of technology: Optimal Resume, Skype for Business, and Big Blue Button
- Maintaining accurate records on clients' participation in the JSRC to ensure program accountability and reporting all program activities through NewORG and iCARE
- Maintaining on-going communication with relevant ISANS staff on clients' progress and needs
- Informing the Supervising Team Lead about changing client needs and types of requests for service
- Attending team meetings, ISANS staff meetings and special events
- Managing and maintaining the resource centre's flexible hours; offering evening support at least once a week

The ideal candidate for this position will have the following:

Education:

- Bachelors Degree or equivalent combination of education and experience will be accepted
- Career Practitioner's Certificate a strong asset
- Counselling Certificate an asset

Experience:

- 2 years experience in a similar position
- Experience in job search techniques and resume development
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience delivering service face to face and/or online
- Experience in group facilitation
- Experience in program evaluation an asset

Knowledge:

- Knowledge of Nova Scotian labour market and job search techniques
- Knowledge of human resource practices including resume development, interview techniques and job search
- Cross-cultural sensitivity and understanding
- Knowledge of Adult Education principles

Skills:

- Strong written and verbal English communication skills
- Fluency in other languages an asset
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications and other software
- Accurate and detail oriented
- Ability to multitask and prioritize multiple requests for service (on-line or onsite)

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 31, 2023
- Full-time 35 hours per week (flexible hours)
- 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 December 6, 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.**