

**INTERNAL & EXTERNAL JOB POSTING**

**Job Developer**

**Short-term contract to end March 2023**

ISANS is seeking a full-time **Job Developer** responsible for bridging the gap between newcomers wanting to join the Nova Scotia Labour Market and potential employers. Reporting to the Supervisor, Employment Services and the Manager, Employment & Bridging, the Job Developer will be responsible for:

- Working closely with the Employment Specialists, Immigrant Youth Employability Project (IYEP) and Immigrant Youth Career Exploration (IYCEP) coordinators on the clients' employment and job development needs.
- Supporting clients in targeting cover letters and resumes to specific jobs.
- Identifying employment opportunities and making cold calls to employers to promote the hiring of skilled immigrant clients.
- Introducing job ready immigrant clients to possible employment opportunities.
- Supporting clients in completing their profile on Skills Match.

**The ideal candidate for this position will have the following:**

**Experience**

- Must have cross-cultural experience and be familiar with immigration issues
- At least 1-2 years' experience dealing with employment or immigration issues would be an asset

**Skills**

- Excellent counselling skills, particularly employment and career related
- Demonstrated group facilitation skills
- Current knowledge of the Nova Scotia labour market
- Ability to develop professional contacts with potential employers in a variety of occupational sectors
- Solid interpersonal, organizational and communication skills
- Self-directed but able to function well in a team environment

**Knowledge**

- Good working knowledge of the Microsoft Office Suite and the Internet.
- Ability to speak other languages would be an asset

**Education**

- University education and Career Practitioner's Diploma/certification would be 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 31, 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 December 6, 2022– 4 p.m.**To apply:** Please e-mail your resume and cover letter merged into one document to [careers@isans.ca](mailto: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.**