

INTERNAL & EXTERNAL JOB POSTING

Job Developer, Skilled Newcomer Training Incentive Bond Project

ISANS is seeking a full-time **Job Developer, Skilled Newcomer Training Incentive Bond Project** to market the Training Incentive Bond Project initiative to employers and connect/match job-ready skilled newcomers to jobs in their fields. Reporting to the Manager, Employment & Bridging, this position will be responsible for:

- Working closely with the project team on promoting the Training Incentive Bond initiative, marketing the project with new and existing employers.
- Working closely with the Communications team to ensure ongoing marketing of the project through social media platform.
- Working closely with the team on connecting job-ready participants to employers in their fields.
- Providing orientation sessions and detailed information about the training incentive bond initiative, purpose, support available through ISANS, and participation process and benefits.
- Conducting labour market information research to identify shortages, skills gaps and employer needs.
- Planning employer engagement activities including informational interviews and mini job-fairs to introduce job-ready participants;
- Working with employers directly to complete and sign the Training Incentive Bond contract and answer any questions they may have.
- Introducing the Coordinator-Job Retention to employers to maintain the ongoing support throughout the 6-month employment period.
- 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 marketing or human resources
- Equivalent combination of education and experience will be accepted

Experience:

- Experience in project management
- Experience with marketing, networking and outreach
- 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
- 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:

- Indefinite-term contract
- 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: Wednesday June 7, 2023– 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.**