

**INTERNAL AND EXTERNAL JOB POSTING**

**Coordinator, Atlantic Immigration Pilot (AIP) Employer Engagement**

**Short contract to May 2024 ( maternity leave cover)**

ISANS is seeking a Full-time **Coordinator, AIP Employer Engagement** to be the liaison between employers and ISANS providing information and education on the supportive programs and services available through ISANS to assist employers in hiring and integrating newcomers in the workplace. Reporting to the Supervisor and Manager, Business & Workforce Integration, this position is responsible for:

- Being first point of contact at ISANS for employers regarding AIP and referring to appropriate staff
- Providing employers with 'settlement information' they need for their AIP application to become designated
- Delivering AIP webinar for employers
- Referring employers to AIP and WPC webinars
- Developing and implementing, in collaboration with teams supporting AIP, clear, accurate and accessible information for employers regarding AIP
- Developing opportunities for ISANS to connect with local communities to promote AIP
- Updating AIP section for employers on the ISANS website
- Reviewing and updating print information on services available to AIP employers
- Promoting and marketing ISANS' employer support programs throughout the province through workshops, meetings, presentations, conference participation, digital marketing, etc.
- Organizing, developing, participating and/or presenting at employer events
- Conducting information and orientation sessions for employers related to hiring and supporting immigrant employees
- Promoting, administering and registering employers on Skills Match, ISANS' e-recruitment tool for connecting employers with job-ready, skilled immigrants
- Connecting employers to the appropriate employer support program to meet their needs
- Collaborating cross-team within ISANS to facilitate appropriate employment referrals,
- conduct targeted labour market research, and identify appropriate potential new employers for clients
- Building capacity and understanding within supporting agencies, employers, Government departments and other stakeholders
- Keeping up to date on provincial labour market trends

**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 with networking and outreach
- Experience in public relations and/or marketing
- Experience with networking and partnership building
- Experience in group facilitation
- Experience delivering presentations

**Knowledge:**

- Knowledge of the Nova Scotia labour market

**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
- Full driving license and access to reliable vehicle essential
- 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 until May, 2024 ( maternity leave cover- dates may vary)
- 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:** Monday September 18, 2023 – 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.**