

## INTERNAL & EXTERNAL JOB POSTING

### Coordinator, Practice Interview Program

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**

- Indefinite-term contract
- Full-time, 35 hours per week
- Hybrid work environment: work location will be determined by operational requirements, prioritizing ISANS mission and clients to determine the right balance of in-person and virtual work.

**Commencement Date: ASAP**

**Closing Date:** Thursday February 8, 2024- 4.00pm

**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.**