

INTERNAL & EXTERNAL JOB POSTING

**Employer Engagement Coordinator – Skilled Refugee Support
Short-term contract to end March 2026**

ISANS is seeking a full-time **Employer Engagement Coordinator – Skilled Refugee Support** to be the liaison between employers and ISANS, offering dedicated employer support services to increase retention and integration of skilled refugees, whether arrival or pre-arrival, in the workplace in Nova Scotia with special focus in rural and smaller centers. Reporting to the Supervisor & Manager, Business & Workforce Integration, this position will be responsible for:

Duties and Responsibilities:

- Organize, develop, participate and/or present information and orientation sessions to educate and engage rural employers on the benefits of hiring skilled refugees.
- Conduct ongoing outreach, group and one-on-one, to equip employers with the necessary knowledge and skills to effectively support the integration and retention of employees (both pre and post arrival)
- Provide guidance to employers on creating inclusive work environments, cultural awareness, cross-cultural communication, and strategies on how to access services to support language training needs.
- Develop resources tailored to the needs of local employers, community, and settlement organizations to navigate the integration process effectively and support retention.
- Refer and actively connect employers to other ISANS Employer Support Services, such as but not limited to intercultural competency workshops, SkillsMatch (online recruitment tool), and English in the Workplace.
- Promoting and marketing ISANS' employer support programs throughout the province through workshops, meetings, presentations, conference participation, digital marketing, etc.
- Promote importance of cross-cultural training and available resources
- Promote benefits of mentorship to build cross-cultural understanding
- Stay informed and update ISANS on regional resources/services and partnership opportunities.
- Keep up to date on provincial labour market trends

General responsibilities:

- Provide information as required for internal/external reports, proposals, grants etc.
- Review and adhere to ISANS workplace health and safety policies; safety is everyone's responsibility
- Record all relevant employer and client information on databases in a consistent and timely manner as appropriate to the position
- Participate fully in regular staff meetings, team meetings, training and development and ISANS events
- Flexibility – ability to work some evenings and weekends as required
- Ability to travel across the province
- Perform other duties as required

The ideal candidate for this position will have the following:

Education:

- Bachelor's Degree or
- Equivalent combination of education and experience will be accepted
- Adult Education/training certificate/diploma an asset
- Human Resource 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 to March 31, 2026
- 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. Travel to rural areas will be needed

Commencement Date: ASAP

Closing Date: Wednesday May 1 ,2024- 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. To help us achieve our diversity goals, 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.