

**INTERNAL & EXTERNAL JOB POSTING**

**Facilitator, Visible Minority Newcomer Women at Work  
(Short-term contract until end March 2025)**

ISANS is seeking a full-time **Facilitator, Visible Minority Newcomer Women at Work** responsible for the implementation and delivery of Navigating the Canadian Labour Market Project for racially visible immigrant women that provides clients with the opportunity to become self-confident, job ready and successfully integrated into the labour market. Reporting to the Supervisor and the Manager, Employment & Bridging, this position will be responsible to:

- Planning and coordinating Navigating the Canadian Labour Market program for immigrant racially visible women;
- Publicizing the project to prospective racially visible immigrant women;
- Developing new curriculum for women with concentration on self-confidence building, assertive communication, gender equality, etc.
- Adapting existing job search, interview skills, Canadian workplace culture and portfolio development curriculum to meet the needs of racially visible immigrant women;
- Attending and completing the Essential Skills Portfolio Development training offered by Douglas College;
- Working with the employment specialists, practice interview coordinators and other ISANS staff to support clients' learning process and job readiness;
- Working with the employment specialist team on selecting the right clients to participate in the project;
- In consultation with the E&B Manager, working in collaboration with the Communications team on establishing an outreach strategy to promote and market the project;
- Recruiting clients for the project by reaching out to existing clients, holding information and orientation sessions to eligible clients and connecting with other partners;
- Working with clients on completing baseline and essential skills assessments;
- Facilitating the 7-week employment readiness training workshops including self-confidence building, essential skills portfolio development, job search workshops, etc.;
- Working with participants on exploring ways to enhance the essential skills they need to work in their fields and supporting them in developing skills enhancement plans;
- Supporting job ready participants by introducing them to employment opportunities through direct referrals to employers, professional mentorship or support the START wage subsidy program, if needed;
- Conducting follow-up with participants on an ongoing basis; ensuring participants complete the surveys within the scheduled timelines;
- Participating in annual interviews; completing quarterly reports and sharing key project information;
- Recruiting clients and employers for focus groups and interviews

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

**Education:**

- Bachelor's Degree or
- Equivalent combination of education and experience will be accepted
- Career Practitioner's Certificate an asset
- Counselling Certificate an asset
- Women studies, Adult education/training certificate, a very strong asset

**Experience:**

- 2 years' experience in a similar position facilitating job search, interview skills, portfolio development and self-confidence building workshops for women
- Experience in providing employment counselling, career coaching and essential skills

- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience delivering service face to face and/or online
- Experience in group facilitation and presentations
- Experience building partnerships with employers and the business community

**Knowledge:**

- Knowledge in essential skills, resume development, interview techniques, job search and employment needs assessment
- Up to date knowledge of the Nova Scotia labour market and current trends

**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:**

- Short-term contract to March 31<sup>st</sup>, 2025
- 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 July 25, 2024 – 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.**