

INTERNAL & EXTERNAL JOB POSTING

RAP Coordinator- Temporary Accommodation

Short-term contract to end March 2025

ISANS is seeking a full-time **RAP Coordinator- Temporary Accommodation** responsible for coordination of all temporary accommodation activities within current and future ISANS temporary accommodation models for Government Assisted Refuges including transportation, meals, and clients accommodation. Reporting to the Supervisor and Manager, Refugee Resettlement, the RAP Coordinator, Temporary Accommodation will be responsible for:

Coordinates pre-arrival and post arrival activities activities by:

- Assisting Supervisor in planning and making temporary accommodation arrangements at ISANS' temporary accommodation locations as well as with commercial accommodation operators
- Securing /booking additional space needed for clients' orientations and other activities
- Arranging for food for clients at all locations including catering and meal delivery when needed
- Overseeing ISANS' check-in and check-out temporary accommodation procedures including inventory check list, cleaning and prepare units for next occupant
- Follow up with property management on repairs, furniture replacement needs and other accommodation issue
- Ensuring accessibility needs are accommodated
- Arranging transportation from the airport to temporary accommodation
- Updating and maintaining current temporary accommodation guidelines and multilingual orientation resources for clients

The ideal candidate for this position will have the following:

Education:

- Bachelors Degree
- Equivalent combination of education and experience will be accepted

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 with networking and outreach
- Experience in group facilitation

Knowledge:

- Knowledge of local activities, programs and community organizations that serve the immigrant population

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 31st, 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: Wednesday July 24 ,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. 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.**