

INTERNAL & EXTERNAL JOB POSTING

Facilitator, Immigrant Youth Employability Project

ISANS is seeking a Full-time **Facilitator, Immigrant Youth Employability Project** responsible for implementing and facilitating the delivery of Immigrant Youth Employability Project (IYEP) which provides immigrant youth out of school with the opportunity to participate in a 10-week, full-time employability training which includes: career exploration, job search strategies, essential and transferrable skills, safety training, financial literacy, job shadowing and on-the-job work experience to identify their future career plan, gain work experience and prepare for their long term education plan. Reporting to the Supervisor, Employment Services and the Manager, Employment & Bridging, this position will be responsible for:

- In tandem with the IYEP Coordinator, assessing immigrant youth for participation in the Project
- Sharing the goals and information about the Project with youth at information sessions, and at other events or in individual meetings.
- Revising and adapting IYEP Project curriculum for each cohort as needed
- Facilitating the employability training (online or onsite or blended format): Monday-Friday, 5 hours per day, 10 weeks per cohort
- Maintaining and updating lesson plans on a regular basis
- Completing regular evaluations of participants
- Conducting regular Project evaluations in class
- Supporting IYEP Coordinator through case conferencing in order to facilitate student work experience placements
- Assisting individual Project participants in resume and cover letter writing as well as interview preparation
- Following up with the participating youth to capture project outcomes
- Communicating effectively and working in close collaboration with the Employment and Bridging team and other ISANS team members as needed

The ideal candidate for this position will have the following:

Education:

- Bachelors Degree or
- Equivalent combination of education and experience will be accepted
- Career Practitioner's Certificate an asset
- Counselling Certificate an asset
- Adult education or EAL teaching/training certificate an asset

Experience:

- Experience in a similar position facilitating pre-employment and career exploration for youth training
- Experience in curriculum development an asset
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience in facilitating career exploration, essential skills and job search workshops
- Experience building partnerships with employers and the business community

Knowledge:

- Knowledge of 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:

- 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: Wednesday October 16, 2024 at 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.**