

INTERNAL AND EXTERNAL JOB POSTING

**Program Assistant, Employment & Bridging
(Short-term contract to end June 2025)**

ISANS is seeking a full-time **Program Assistant, Employment & Bridging** to support the effective and efficient administration of team programs, services, and activities, by providing program support to the team manager and team employees. Reporting to the Manager, Employment & Bridging, this position is responsible for:

- Creating and maintaining administrative processes for organizing and compiling the information required for accurate and timely reporting and evaluation of team services and programs
- Recording, processing and storing documents in accordance with established procedures using computerized and manual processing systems
- General administrative tasks including:
 - Compiling data, reports, presentations, team schedules on SharePoint, telephone lists and other schedules
 - Preparing various documents including letters, e-mails, forms
 - Answering telephone calls, relaying messages, handling queries
 - Photocopying, faxing, scanning, distributing reports, brochures etc
- Providing administrative program assistance with organization and booking of workshops, classes, seminars, events, field trips, PD/in-service days, team meetings; including registration of participants, refreshments, venue selection, transportation and set-up
- Providing backup support to ISANS reception staff
- Provides first contact assistance to Employment and Bridging program's clients; track client records and handle client follow up as needed including maintaining a wait list of clients for various programs
- Books safety training workshop dates
- Regularly identifies advertised job postings suitable for clients on the Youth Employability Project
- Tracks all interventions and outcomes of the Youth Employability Project
- Coordinates, compiles and organizes the development of reports for various funders (monthly/quarterly/annually)
- Queries, compiles and completes statistics for monthly reports for all funders (Office of Immigration, Employment Nova Scotia, IRCC)
- Opens new client files in LAMPSS and NewOrg
- Supports Manager, Employment and Bridging with regard to reporting and accountability requirements
- Ensures the accurate, comprehensive recording in Employment and Bridging/ISANS database of all relevant, services
- Handles electronic communications with clients regarding information sessions, educational, networking events or general inquires to accessing services
- Assists with creating and revision of presentations and printed materials for Employment & Bridging team
- Other responsibilities and duties as required

The ideal candidate for this position will have the following:

Education:

- Administrative Assistant certificate/diploma
- 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 with computer programs and databases; data input, queries, generating/developing reports, spreadsheets, presentation documents

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 June 30, 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:** Tuesday December 3, 2024 – 4 p.m.

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. Employee referrals are encouraged.

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.