

INTERNAL AND EXTERNAL JOB POSTING

Coordinator, Immigrants Aging Well in Canada **Short-term contract to mid-August 2026**

ISANS is seeking a full-time **Coordinator, Immigrants Aging Well in Canada** responsible for leading the planning, implementation, and ongoing development of a three-year program designed to support immigrant seniors (55+) and their families in aging well in Canada. The role focuses on direct client support, group programming, community outreach, and capacity-building with external partners to ensure culturally appropriate and inclusive services for immigrant seniors. Reporting to the Manager, Community Integration Services, this position will be responsible for:

Duties & Responsibilities:

- Provide one-on-one navigational support to immigrant adults, seniors
- Developing and facilitating orientation sessions on how to prepare for retirement; develop resource information kit
- Lead the coordination and facilitation of weekly well-being activities (e.g., yoga, dance, art therapy, conversation circles, digital literacy) and their families to connect them to resources and services
- Developing and providing cultural competency training sessions for service providers
- Developing and piloting culturally appropriate, active living initiatives in partnership with service providers
- Organize and participate in collaborative meetings to strengthen sector capacity and improve inclusion of immigrant seniors.
- Promoting Immigrants Aging Well in Canada program to seniors, other service providers, etc.
- Updating map of external resources, services and organizations
- Identify and engage isolated and vulnerable immigrant seniors in targeted outreach efforts.
- Coordinate and facilitate annual Seniors Information Fair
- Implementing program evaluation procedures

General responsibilities:

- Contributing to program proposals and reports both internally and externally.
- Providing information regarding the program as requested, internally and externally.
- Collaborating with other ISANS programs to provide coordinated services.
- Providing general office support and providing support with special ISANS events
- Recording all relevant client information on databases in a consistent and timely manner as appropriate to the position
- Participating fully in regular staff meetings, team meetings, training and development and ISANS events
- Performing 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

Experience:

- Minimum of 2 years' experience in program coordination or community-based work.
- Experience working with immigrant communities, particularly seniors and/or vulnerable populations.
- Experience in group facilitation and delivering navigational support.
- Experience developing and evaluating community-based programs or projects.
- Experience with cultural competency and inclusion practices is a strong asset.
- Experience in outreach and building partnerships with community organizations.

Knowledge:

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

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 August 15, 2026
- Full-time 35 hours per week
- This position is primarily in-office due to the high demand for in-person support, relationship-building, and participation in on-site programming with clients.
- Occasional off-site visits or community events may be required.
- Flexible hours may be required, e.g. evenings and weekends.

Commencement Date: ASAP

Closing Date: Tuesday December 2, 2025– 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.

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.**