

INTERNAL & EXTERNAL JOB POSTING

Manager, Employment & Bridging

ISANS is seeking a full-time **Manager, Employment & Bridging** to play an integral role in promoting ISANS and leading the development, implementation, management and evaluation of all programs and services within the E&B team including all bridging programs, employment counselling, youth employability programs, and all other employment related initiatives and projects.

The Manager plays a lead role as a member of the management team in developing the overall strategic direction of the team and implementation of the organization's strategic plan including external partners' engagement. The role oversees the affairs of the E&B team through supervisors which includes managing staff engagement, development, and performance.

Reporting to the Director of Programs, Language & Labour Market, this position will be responsible for:

Duties and Responsibilities:

- Oversee all program activities related to E&B team, comprised of employment bridging programs, employment counselling, and youth employability programs that help clients gain settlement and employment knowledge upon arriving to Canada.
- Identify, develop, and implement new program or service opportunities for the team
- Conduct ongoing monitoring of outcomes and evaluation of all programs and services within the E&B team and redirect as necessary.
- Keep up to date with theory and practice of current information, policies, ISANS' Strategic Plan, etc., as it relates to the work of the organization and the team.
- Represent E&B team and the organization at various events – planning sessions and conferences, etc
- Provide leadership both inside and outside the organization with regards to E&B team's programs and services
- Build partnerships and support ongoing collaborations to further the objectives of the organization and the team.
- Develop, review and ensure the timely completion of formal proposals, reports and compliance with other provisions required under relevant agreements and grants.
- Collaborate and build partnerships with associations, communities, employers, funders, and other service providers to further the objectives of the organization and of the E&B team.
- Monitor budgets that support E&B team's programs and services.
- Collaborate across teams within ISANS to develop, implement and/or manager new programs as applicable
- Monitor team expenses within agreed budget.
- Keep up to date on E&B -related best practices and other related knowledge, sharing knowledge with team members.
- Establish procedures and processes to meet the objectives of team services
- With the supervisors as applicable, hire, onboard, supervise, train, mentor, coach, support, and develop the E&B team, including delivering annual performance reviews.
- Support the E&B supervisors in providing day-to-day supervision of team members, activities of the programs, and services within the team.
- Monitor, evaluate and provide recommendations regarding resource needs.
- Working with the supervisor as applicable, identify and coordinate professional development opportunities for the team.
- Establish procedures and processes to meet the objectives of the E&B teams' programs and services.
- Hire, assign, supervise, support, discipline and evaluate Team staff (including volunteers as necessary).
- Additional job-related duties as required to maintain high quality client service delivery

General responsibilities:

- Design, develop, implement and evaluate processes, policies and procedures
- Actively engage as a member of the ISANS Leadership Team, including strategic planning and implementation of E&B team strategic plan
- Represent ISANS externally at events and through strategic partnerships
- Provide information as required for internal/external reports and proposals
- Review, adhere to, and manage others within ISANS' workplace policies and procedures
- Participate fully in regular staff meetings, team meetings, training, and development and ISANS events
- Complete proposals, grants, reports and any other documentation required
- Perform other duties as required

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

- Inspires and empowers others
- Displays integrity
- Respectful of others
- Supports diversity and inclusion
- Willing to learn and share knowledge
- Independent and collaborative

Qualifications and Skills:

- Undergraduate and/or master's degree in business administration, human services, project management, or related fields
- Certificate in Adult Education, or Project Management is considered an asset
- Minimum of 3 years of progressive work experience with supervisory experience in a dynamic, fast-paced environment required.
- Experience in a multi-service, client focused environment, ideally in the non-profit sector serving immigrants

Experience

An equivalent combination of education and experience may be accepted.

Knowledge and Skills

- Working knowledge of online technologies
- Understanding of the nonprofit sector and service delivery organizations
- Experience in writing grants, funding proposals and reports
- Strong knowledge of equity, diversity, inclusion, anti-racism, anti-oppression, trauma-informed practices, empowerment approach, and adult-education principles
- Experience developing partnerships and working with a variety of diverse stakeholders and partners
- Experience in evaluation and/or results or impact reporting
- Exceptional organizational and time management skills
- Excellent written and verbal English communication skills
- Strong ability to work independently and as part of a diverse team for continuous improvement
- Sound professional judgment and problem-solving skills in complex situations
- Strong interpersonal skills and ability to adapt leadership style accordingly
- Proficient with MS Office applications

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
- This is an in-person role within a flexible work environment. Work location and schedule 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: Friday December 19, 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.**