

**INTERNAL & EXTERNAL JOB POSTING**

**Coordinator, Orientation Program**

ISANS is looking for a full-time **Coordinator, Orientation Program** responsible for delivering relevant, accurate, and timely Information and Orientation group sessions to eligible clients, including targeted sessions tailored to specific client needs and local or regional contexts, to support clients to make informed settlement decisions. Reporting to the Supervisor and Manager, Settlement & Case Management, this position will be responsible for:

**Duties and responsibilities:**

- Facilitating effective development, delivery and evaluation of workshops for clients of all levels of language, skill and aptitude; including clients with limited English and literacy skills who require interpretation and support.
- Facilitating sessions mainly in person and online including Introduction to Nova Scotia series, seasonal workshops and topic-specific workshops.
- Working to achieve workshops and materials which are engaging, useful and relevant to the needs of clients.
- Identifying orientation resources, materials and trends and conduct semi annual review to ensure training materials - presentation slides and participants handout are up-to date and are aligned with the federal Welcome to Canada orientation resources and content, and funder requirements.
- Supporting an inclusive and respectful learning environment for clients both online and in person
- Recruiting and scheduling guest speakers for topic specific sessions as needed
- Connecting clients and promoting workshops; liaising with ISANS staff and external partners
- Documenting quarterly plan for scheduled workshops including Introduction to NS and topic specific workshops
- Scheduling classrooms in advance for in-person workshops and generating meeting links for online workshops
- Coordinating with stakeholders regularly to promote program and ensure a coordinated effort
- Organizing interpreters, childcare and other support services for clients as needed
- Maintaining a flexible work schedule required as needed (i.e. evenings and weekends)

**General responsibilities:**

- Performing other duties as required
- Providing information as required for internal/external reports, and proposals
- Reviewing and adhering to ISANS workplace health and safety policies
- Adhering to hybrid work policy and individual work schedule based on ISANS requirements
- Recording all relevant client information on databases in a consistent and timely manner
- Attending regular staff and team meetings
- Attending training and development opportunities as appropriate
- Attending and providing support at ISANS events

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

**Education:**

- Post secondary education
- Equivalent combination of education and experience will be accepted
- Adult Education/training certificate/diploma an asset

**Experience:**

- 2 years' experience in a similar position
- Experience in group facilitation
- Experience delivering presentations and developing presentation materials
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience working with interpreters and people with language barriers an asset

- Experience working with marginalized communities an asset
- Experience developing, implementing and evaluating programs or projects

**Knowledge:**

- Knowledge of local activities, programs and community organizations that serve the immigrant population
- Understanding and knowledge of adult education principles

**Skills and Abilities:**

- 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 May 13, 2026, 4pm

**To apply:** Please e-mail your resume and cover letter merged into one document to [careers@isans.ca](mailto: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.**