

INTERNAL & EXTERNAL JOB POSTING

Facilitator, Intercultural Workplace Program & AIP Intercultural Competency Training

ISANS is seeking a full-time **Facilitator, Intercultural Workplace Program & AIP Intercultural Competency Training** to design and deliver intercultural competency training that strengthens employer capacity for inclusive workplaces, effective cross-cultural communication, and talent attraction and retention. Reporting to the Supervisor & Manager, Business & Workforce Integration, this position will be responsible to:

Duties and Responsibilities:

- Collaborate with internal teams and external stakeholders to align and enhance intercultural competency training initiatives
- Research, design, and continuously improving intercultural training curricula, workshops, and supporting materials
- Develop and deliver engaging training sessions, presentations, and resources that address employer needs in recruitment, onboarding, retention, and inclusion
- Identify and respond to cross-cultural communication challenges and workforce integration needs
- Create and update written, digital, and promotional content to support program delivery and outreach
- Monitor emerging workplace trends and adapt training content to remain relevant and responsive
- Promote inclusive practices and foster positive cross-cultural interactions in the workplace
- Design and implement evaluation tools to measure training effectiveness and participant outcomes
- Support outreach efforts by promoting programs, recruiting participants and building awareness among employers and partners

General responsibilities:

- Provide information as required for internal/external reports and proposals, grants, etc.
- Review and adhere to ISANS workplace health and safety policies; safety is everyone's responsibility
- Record all relevant client information on databases in a consistent and timely manner as appropriate to the position
- Participate fully in regular staff meetings, team meetings, training and development and ISANS events
- Flexibility – ability to work some evenings and weekends as required
- Ability to travel across the province
- 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
- Adult Education/training certificate/diploma an asset
- Human Resource training certificate/diploma an asset

Experience:

- 2 years' experience in a similar position is an asset
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Developing, implementing, and evaluating programs or projects
- Experience with networking and outreach
- Experience in group facilitation and delivering presentations (in-person and online)

Knowledge:

- Understanding and knowledge of adult education principles

- Understanding of EDI-A principles in workplace and training contexts

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
- Ability to use AI tools responsibly and ethically, with attention to accuracy and confidentiality
- 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 hours: 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: Monday July 6, 2026- 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.