

**INTERNAL AND EXTERNAL JOB POSTING**

**Rural Employment Navigator  
(Short-term contract to end March 2028)**

ISANS is seeking a part-time **Rural Employment Navigator** responsible for planning and delivering needs assessment, identifying immigrant clients' employment needs, and making strategic referrals to different employment organizations in rural NS and to other programs and services offered through ISANS. The role is aimed at assisting refugees and immigrants in their search for appropriate employment in **rural Nova Scotia**.

**The ideal candidate will be a resident of rural Nova Scotia; specifically, the South Shore (Bridgewater, Lunenburg, Chester, Liverpool) or Cape Breton.**

Reporting to the Supervisor & Manager, Employment & Bridging, this position is responsible for:

**Duties and Responsibilities:**

- Providing individual or group on-site employment needs assessment sessions for immigrants and refugees living in Rural NS.
- Working closely with NS Works centres staff and making appropriate referrals for immigrant clients to employment programs and services at ISANS, as appropriate.
- Maintaining familiarity with international accreditation processes in all relevant occupational/professional fields.
- Working with other program coordinators and regulators on providing detailed information about the pathway to licensure for clients in regulated occupations.
- Referring clients to rural NS Works centres, rural employment organizations and ISANS, if needed, to develop job search documents including resumes, cover letters and complete Job search workshops.
- Conducting follow-up sessions with clients to ensure their commitment to attend programs and services at ISANS or in rural areas.
- Keeping up-to-date information on available training opportunities and educational programs which would enhance client employability skills.
- Being actively involved in the maintenance and development of employment and career resources at ISANS.
- Pursuing professional development opportunities and attending training courses as required.
- Keep up to date information about and maintaining familiarity with current labour market trends in Nova Scotia and the job search needs of new Canadians.
- Facilitating group sessions and workshops for clients as needed.
- Participating in other ISANS activities and programs as needed

**Participate in the administration of employment services by:**

- Seeking and creating partnerships with employers and other services providing organizations
- Attending team meetings
- Answering and directing correspondence as required
- Helping to develop the goals and objectives of the Employment and Bridging team
- Maintaining and submitting accurate records and statistics for all client contacts
- Maintaining accurate data using iCare and NewOrg
- Preparing regular reports on program activities
- Promoting and marketing ISANS programs and services to potential clients
- Reporting regularly to the Supervisor and Manager, Employment and Bridging
- Participating in the evaluation of the Employment and Bridging team programs and services by:
- Playing an active role in the Program Evaluation process
- Maintaining detailed records of client and employer contacts

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

**Ideally candidates will reside in rural Nova Scotia**

**Experience:**

- Must have cross-cultural experience and be familiar with immigration issues
- At least 1-2 years' experience dealing with employment or immigration issues would be an asset

**Skills:**

- Excellent counselling skills, particularly employment and career-related
- Ability to travel across rural NS (**the role is for applicants living in Rural NS**)
- Ability to develop professional contacts with potential employers in a variety of occupational sectors
- Solid interpersonal, organizational and communication skills
- Self-directed but able to function well in a team environment

**Knowledge:**

- Good working knowledge of the Microsoft Office Suite
- Current knowledge of the Nova Scotia labour market and rural Nova Scotia market in particular
- Ability to speak other languages would be an asset

**Education:**

- Bachelor's Degree or equivalent combination of education and experience will be accepted.
- Adult education methodology will be considered an asset
- Career Practitioner's Diploma/certification a strong asset
- Employment Counselling certificate 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 March 31, 2028
- Part-time 17.5 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:** Thursday, July 9, 2026 4 p.m.

**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.

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.**