

INTERNAL & EXTERNAL JOB POSTING

Coordinator, Work-Based Trades Practical Assessment Project **(short-term contract to end March 2027)**

ISANS is seeking a full-time **Coordinator, Work-Based Trades Practical Assessment Project** responsible for the implementation and delivery of the Trades Practical Assessment Project which provides clients with the opportunity to demonstrate their competencies through an on-the-job paid work placement in their own trade. The Program Coordinator reports to the Supervisor and the Manager, Employment & Bridging. Reporting to the Supervisor and the Manager, Employment & Bridging, this position will be responsible for:

Duties and Responsibilities:

- Planning and coordinating the Trades Practical Assessment Project.
- Promoting the project to prospective trades clients by providing program information through individual and group information sessions on an ongoing basis.
- Collaborating with the employment specialist team to receive referrals of trades clients interested in participating in the project.
- Conducting a program-specific assessment to determine clients' suitability for the program.
- Collaborating with training organizations to plan the required safety training for a determined number of program clients (number of clients depends on available funding; currently the number is 40 clients) including: Emergency First Aid/CPR; WHMIS; Fall Arrest; Confined Spaces, etc. (training will depend on the client's field of work)
- Working with program clients on their Practical Assessment training placement search, interview skills, and Canadian workplace culture education.
- Connecting successful program participants with employers in trades to complete the Practical assessment.
- Researching companies, organizations and other potential employer sites as well as keeping up to date on labour market developments in Nova Scotia.
- Developing and maintaining a network of employer contacts in trades through outreach strategies (cold-calling, trades fairs, etc.).
- Conducting initial, midterm and final assessments in addition to the ongoing follow up visits. These assessments include language performance, placement suitability, and job retention.
- Working with ISANS language team and in particular, English in the Workplace, to support clients during their Practical Assessment placement.
- Recruiting and working with interpreters to provide interpretation services as needed.
- Working with employers interested in hiring trades clients after the Practical Assessment placement through the Apprenticeship START Program, as needed.
- Providing support for clients who are working toward their Red Seal certification through study groups, individual study plans, counseling sessions, etc.
- Registering prospective Red Seal candidates for their trade level exams and final Red Seal exam.
- Using Excel sheets and databases such as NewOrg and LaMPSS to maintain and update client information on a regular basis.
- Writing integrated quarterly reports to update funders on program progress, to provide insight into additional program needs, and to provide a comprehensive overview of the program's impact.

The ideal candidate for this position will have the following:

Education:

- Bachelors Degree or
- Equivalent combination of education and experience will be accepted
- Career Practitioner's Certificate an asset
- Counselling Certificate an asset
- Adult education/training certificate an asset

Experience:

- 2 years experience in a similar position providing employment counselling and career coaching
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience delivering service face to face and/or online
- Experience in group facilitation and presentations
- Experience building partnerships with employers and the business community

Knowledge:

- Knowledge of resume development, interview techniques, job search and employment needs assessment
- Up to date knowledge of the Nova Scotia labour market and current trends

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 March 31st, 2027
- 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: as soon as possible

Closing Date: Wednesday August 12, 2026 – 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. 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.**