

INTERNAL & EXTERNAL JOB POSTING

Coordinator, Internationally Educated Healthcare Professionals Bridging Program **(short-term contract till January 2028)**

ISANS is seeking a part-time **Coordinator, Internationally Educated Healthcare Professionals Bridging Program** to work closely with ISANS staff and other partners to continue the development and provision of a collaborative bridging program for internationally educated healthcare professionals. This includes the continuous development and organization of the IPG and MLT Communication Skills Lab, study groups in pharmacy and dentistry and research for resources to support other healthcare professionals. Reporting to the Supervisor and the Manager, Employment & Bridging, this position will be responsible for:

Duties and Responsibilities:

- Work closely with the employment specialist team and share information about licensure process and resources available for IEHP clients
- Update and maintain pathways to licensure as needed
- Organize and arrange for joint study groups for IPGs and MLTss
- Organize health related educational sessions as needed
- Organize and coordinate the IPG Communication Skills Lab; work closely with licensed pharmacists and simulated patients to plan for the program once a year
- Collect and develop additional resources and information which will benefit IEHPs as they move along the pathway to licensure
- Develop brochures, one pagers and other means of marketing the services
- Attend relevant multi stakeholder work groups (Pharmacy, MLTs, etc)
- Research information about alternative careers in the healthcare field
- Maintain the online learning community and share information with registered IEHPs
- Build partnerships with healthcare employers, regulatory bodies, educators and other resource professionals to support IEHPs

General responsibilities:

- Providing information as required for internal/external reports and proposals
- Reviewing and adhering to ISANS workplace policies and procedures
- Recording all relevant client information on databases in a consistent and timely manner as appropriate to the position
- Participating fully in regular staff meetings, team meetings, training and development and ISANS events
- Performing other duties as required

The ideal candidate for this position will have the following:

Education:

- Internationally Educated Healthcare professional (medical lab technology or pharmacy background) and/or
- Equivalent combination of education and experience will be accepted

Experience:

- 2 years experience in a similar position
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience developing, implementing and evaluating programs or projects
- Experience delivering service face to face and/or online
- Experience in group facilitation
- Experience delivering presentations

Knowledge:

- Knowledge and understanding of the barriers facing internationally educated healthcare professionals
- Thorough knowledge of pathways to licensure for IEHPs

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 January 14, 2028
- Part time, 21 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: Tuesday September 22, 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.**