

INTERNAL & EXTERNAL JOB POSTING

Coordinator, Intercultural Workplace Program & Community Capacity **Short-term contract to end March 2027**

ISANS is seeking a full- time **Coordinator, Intercultural Workplace Program & Community Capacity** to design, develop, and deliver initiatives that strengthen employer and community capacity through intercultural workplace training, community engagement, and increased awareness of health program initiatives for immigrants and newcomers. Reporting to the Supervisor and Manager, Business & Workforce Integration, this position will be responsible for:

Intercultural Workplace Training & Employer Engagement (60%)

- Design, develop, and deliver intercultural workplace training, workshops, and resources that support inclusive recruitment, onboarding, retention, and workplace culture practices.
- Build and maintain relationships with employers, industry stakeholders, community partners, and government representatives to support program objectives and engagement opportunities.
- Conduct outreach, presentations, networking activities, and employer consultations to increase awareness and participation in workplace inclusion initiatives.
- Research workplace trends and continuously improve training content, resources, and program offerings to meet evolving employer and workforce needs.
- Promote inclusive workplace practices and foster positive cross-cultural communication and collaboration within organizations.
- Develop and implement evaluation tools, track outcomes, and contribute to program reporting and continuous improvement activities.

Community Health Engagement & Colon Cancer Screening Project (40%)

- Coordinate the implementation and delivery of the Colon Cancer Screening Project, ensuring project activities, timelines, deliverables, and reporting requirements are met.
- Build and strengthen relationships with healthcare partners, community organizations, settlement service providers, and immigrant communities to support health education and outreach efforts.
- Facilitate focus groups, consultations, presentations, and community engagement activities to identify barriers, gather feedback, and improve access to health information and services.
- Support the co-development, review, and distribution of culturally appropriate resources related to the Colon Cancer Prevention Program FIT, cancer screening initiatives, and other health programs.
- Develop and implement outreach strategies that increase awareness of health program initiatives and encourage participation in colon cancer screening and other health promotion activities.
- Monitor project outcomes, maintain collaborative partnerships, and contribute to evaluation, data collection, and reporting activities that support continuous improvement and community impact

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 Adult Education, Social Sciences, Community Development, Human Resources, or a

related field

- Equivalent combination of education and experience will be accepted
- Adult Education, Training, Human Resources or Community Development certification considered 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
- Experience developing, implementing, and evaluating programs or projects
- Experience with employer outreach, networking, and partnership development
- 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:

- Short-term contract to March 31, 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: ASAP

Closing Date: Monday October 19, 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.**

