isans | Immigrant Services Association of Nova Scotia

INTERNAL AND EXTERNAL JOB POSTING

Coordinator, Immigrant Women Entrepreneurship Program

ISANS is seeking a full-time **Coordinator, Immigrant Women Entrepreneurship Program** to develop advocacy strategies and increase awareness about the disproportionate challenges that immigrant and refugee women entrepreneurs face within the entrepreneurship ecosystem. Reporting to the Supervisor & Manager, Business & Workforce Integration, this position is responsible for:

Duties and Responsibilities:

- Engage with potential participants (individually or in group settings, either in person or virtually) to support recruitment into the program.
- Strengthen and create new strategic partnerships within the ecosystem to better support immigrant and refugee women entrepreneurs
- Coordinate training sessions and discussions to increase awareness, build capacity and understanding of cross-cultural and women's challenges within supporting agencies, business organizations, government departments, financial institutions, other community groups and key ecosystem players
- Organize and facilitate focus groups to listen to women entrepreneur's needs, challenges, and successes
    - Document and disseminate findings to participants and ecosystem enablers
    - Identify strategies and lessons learned to guide women's entrepreneurship ecosystem improvement
- Work with ecosystem enablers to provide immigrant women entrepreneurs with support and pathways to success
- Amplify the voices of immigrant and refugee women entrepreneurs by sharing their stories, experiences, and positive contributions to the economy with the use of technology and social media
- Assist with workshop preparation and workshop facilitation when appropriate
- Collaborate with Business Counsellors to facilitate and support market entry and networking opportunities for program participants
- Collaborate with Business Counsellors to coordinate market spots/tables to allow clients, to test market, promote and sell their products
- Coordinate and promote program events and regular networking opportunities for clients to establish new connections and advance their business by promoting their products/services
- Connect with other business service providers, government agencies and professionals, including private and public sector to advocate for a more inclusive and supportive environment for women entrepreneurs to thrive
- Practice advocacy activities by attending or occasionally speaking at events, representing clients and the BWI team
- Conduct follow-up and program outcomes evaluations and its impact on clients
- Promote ISANS business programs through outreach and communications to increase intake of clients

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
- Perform other duties as required

The ideal candidate for this position will have the following:

Education:

- Bachelors Degree or
- Equivalent combination of education and experience will be accepted
- Women Studies, Adult Education/training certificate/diploma an asset
- Counselling Certificate an asset

Experience:

- 2 years experience in a similar position
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience and understanding of the local business community
- Experience with networking and outreach
- Experience in group facilitation and delivering presentations
- Experience running your own business a strong asset
- Experience in research, developing and/or analyzing policies a strong asset

Knowledge:

- Understanding and knowledge of adult education principles

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 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: Thursday November 19, 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.

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.