isans | Immigrant Services Association of Nova Scotia

INTERNAL & EXTERNAL JOB POSTING

Facilitator, Visible Minority Newcomer Women

ISANS is seeking a part-time **Facilitator, Visible Minority Newcomer Women** To assist immigrant and refugee women in Nova Scotia who aspire to enter the labour market or start a business by providing comprehensive support and targeted training that help them become job-ready, successfully integrate into the workforce, or launch and grow small businesses.. Reporting to the Supervisor and the Manager, Business & Workforce Integration, this position will be responsible to:

Duties and Responsibilities:

- Engage with potential participants (individually or in group settings, either in person or virtually) to support recruitment into the program.
- Plan, coordinate and facilitate training cohorts and workshops, including recruitment of industry experts and guest speakers to facilitate specific topics
- Conduct curriculum development and assist with the creation of training tools and documents (online and other)
- Conduct needs assessment to assist with goal setting, and the creation of an action plan that will provide guidance to clients about job search, interview skills, Canadian workplace culture or business start-up and small-scale market participation
- Coordinate and promote regular networking and employer engagement opportunities for clients to build professional connections, explore employment opportunities, and support job-ready participants in establishing meaningful connections with employers and industry contacts.
- Support entrepreneur clients in expanding their networks and advancing their businesses by promoting their products and services and connecting them with potential customers, partners, and community resources.
- Refer eligible clients to ISANS programs
- Collaborate with the Job Developer to support job-ready participants by providing feedback, facilitating employment connections, identifying additional services, and making meaningful referrals to support successful labour market integration
- Connect with other service providers, government agencies and professionals, including private and public sector for the benefit of clients
- Practice advocacy activities by attending or occasionally speaking at events, representing clients and the BWI team
- Keep up to date on trends in the business community, latest technologies and labour market in order to pass on for benefit of clients
- 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
- Performing other duties as required

The ideal candidate for this position will have the following:

Education:

- Bachelor's 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 in providing employment counselling and career coaching or experience running your own business a strong asset
- Experience delivering service online an asset
- 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

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
- 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: Friday November 20, 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.