

INTERNAL & EXTERNAL JOB POSTING

Atlantic Immigrant Career Loan Fund (AICLF) Project Coordinator- Bilingual preferred

ISANS is seeking a full-time **AICLF Project Coordinator** to coordinate the delivery of the Atlantic Immigrant Career Loan Fund Project in collaboration with the Project Lead, Manager, Employment and Bridging, Atlantic Program Coordinators and the designated financial partner. The Atlantic Immigrant Career Loan Fund Program provides loans to internationally trained individuals (ITIs) in Atlantic Canada. These loans assist skilled ITIs in obtaining the training and/or certification assessment required to qualify for employment in their chosen field. Reporting to the Manager, Employment & Bridging, this position will be responsible for:

Atlantic Project Coordinator Duties and Responsibilities:

- Meet the objectives of the Atlantic Immigrant Career Loan Fund program as specified by the funder;
- Maintain communication among Program Coordinators from all Atlantic provinces and organize regular teleconference meetings;
- Support AICLF advisory group meetings;
- Collect data and complete project reports in collaboration with the Atlantic partners;
- Conduct ongoing program evaluation;

Nova Scotia Program Coordinator Duties and Responsibilities:

- Ensure that only pre-qualified and eligible ITIs are referred to the financial partner for Loan Fund consideration;
- Ensure that ITIs have completed an education/training/licensure plan with an Employment Specialist that identifies the direct costs of their plan, and have identified an occupational goal that upon completion of that plan will lead directly to employment
- Work with Employment Specialists and Bridging Program Coordinators to identify qualified client referrals to the AICLF, guide eligible it is through the application process, answer questions about the loan fund, and ensure loan fund applications are full and complete to meet program requirements.
- Coordinate in partnership with the financial partner, financial literacy orientation sessions for potential ITIs to review lending methodologies, credit strategies, policies and procedures, borrowing guidelines, etc.;
- Monitor and ensure, through periodic reviews and follow ups that loans are utilized for the same purpose as described/agreed in the Loan Fund application;
- Follow up with designated financial partner representatives on loans' status;
- Update promotional materials;
- Ensure required program data and reports are completed and submitted on time; and
- Providing information as required for internal/external reports, proposals, grants etc.
- Attend Staff Meetings, Team meetings, Training, and ISANS events
- Review and adhering to ISANS workplace health and safety policies; safety is everyone's responsibility
- 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
- Adult Education/training certificate/diploma an asset

Experience:

- 2 years experience developing, implementing and evaluating programs or projects
- Creating project and program documents and materials
- Delivering client service in person and online, preferably to a diverse client group

- Facilitating group sessions & delivering presentations
- Negotiating with financial and/or educational institutions an asset
- Working in a cross-cultural environment

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 and other technology
- Additional languages an asset

Terms of Employment:

- This is a fixed term contract to March 31st, 2019, renewable pending funding confirmation
- Full-time, 35 hours per week

Commencement Date: ASAP

Closing Date: Wednesday October 24th, 2018 – 4:00pm.

To apply: E-mail your expression of interest / resume telling us why you are the best person for this job to careers@isans.ca, stating in subject line the position you are applying for.

**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.**