

**INTERNAL AND EXTERNAL JOB POSTING**

**Coordinator, Welcoming Communities**

**8-month Maternity Leave Cover**

ISANS is seeking a full-time **Coordinator, Welcoming Communities** to work collaboratively with community groups, organizations and the settlement sector to support the development of their welcoming and settlement capacities to increase integration of newcomers in the community. Reporting to the Manager, Community Integration Services, this position is responsible for:

**Developing partnerships and building networks by:**

- Connecting community groups with each other in their efforts to welcome immigrants
- Collaborating with groups in problem solving around their work with immigrants
- Assisting community groups to assess their capacity for welcoming newcomers
- Working with other ISANS programs to support the capacity building of community organizations

**Providing training by:**

- Facilitating workshops for Building Cultural Awareness (includes updating information, resource development, evaluation, etc)
- Designing, developing and facilitating workshops based on needs of community groups to build their capacity in serving immigrants
- Providing advice to community groups that want to be more inclusive
- Researching, designing and implementing welcoming community best practices and new initiatives

**Collaborating with community groups in organizing welcoming and networking events for immigrants including:**

- Working with external committees to coordinate SupperNova events and HRM BBQ
- Participate in external committees and round tables to build and development relationships

**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
- Community Development Diploma 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 developing, implementing and evaluating programs or projects
- Experience with networking and outreach
- Experience in group facilitation
- Experience delivering presentations
- 1<sup>st</sup> person immigrant experience a strong asset

**Knowledge:**

- Understanding of social justice and anti-racism practice
- Understanding of Canadian multicultural social system and immigrant communities
- 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
- Additional languages an asset

**Terms of Employment:**

- 8-month maternity leave cover
- Full-time 35 hours per week

**Commencement Date:** asap

**Closing Date:** Friday February 15th – 4 p.m.

**To apply:** E-mail your resume and cover letter merged into one document 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.**