

## INTERNAL AND EXTERNAL JOB POSTING

### Employment Resources Coordinator, SOPA

ISANS is seeking a Full-time **Employment Resources Coordinator** to coordinate -in collaboration with a network of online practitioners across Canada- the development and delivery of various employment-related resources and programming to assist pre-arrival immigrants in enhancing their ability to integrate into the labour market in Canada.

SOPA (Settlement Online Pre-Arrival) was created to improve linkages between pre-arrival and post arrival services using ISANS suite of professional online tools. Immigrants have access to the various online tools before their departure to Canada to facilitate and accelerate economic integration.

Reporting to the Project Lead, SOPA, this position is responsible for:

- Developing content/resources and determining delivery method/s for various employment-related resources and programming for Refugees
- Developing content/resources and determining delivery method/s for various employment-related resources and programming for Youth
- Moderating self-directed programming for Refugees, Youth and other job seekers; answering questions / comments, guiding forums, providing resources, etc.
- Facilitating related webinars in support of above programming
- Providing reliable information, guidance, resources and links to different occupational fields
- Providing support to SOPA Employment Specialists and course facilitators
- Providing opportunities for immigrants to link with local employers
- Monitoring and actively participating in group discussions
- Monitoring and recording participant progress
- Providing ongoing links to existing local resources/supports/programs/information
- Providing feedback to clients in a timely manner

### 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 in a similar position
- Experience with online and distance learning and online course development and internet based training
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience delivering service face to face and/or online
- Experience in group facilitation

#### Knowledge:

- Understanding and knowledge of adult education principles
- Knowledge of human resource practices including resume development, interview techniques and job search

#### 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:**

- Fixed term contract, renewable pending funding confirmation
- Full-time 35 hours per week

**Commencement Date:** ASAP**Closing Date:** Tuesday March 26<sup>th</sup>, 2019 – 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.**