

**INTERNAL AND EXTERNAL JOB POSTING**

**Coordinator, Private Refugee Sponsorship**

ISANS is seeking a Part-time **Coordinator, Private Refugee sponsorship** to facilitate private refugee sponsorship in Nova Scotia by supporting, informing and assisting relatives and private refugee sponsorship groups with sponsorship processes and issues. Reporting to the Supervising Team Lead & Manager, Refugee Resettlement, this position is responsible for:

- Raising awareness about the Private Sponsorship Program
- Meeting with ethno-cultural, faith and community groups about sponsorship issues
- Meeting with families and groups about issues related to applying to sponsor relatives/refugees
- Offering individual and group sessions on private refugee sponsorship and settlement
- Submitting applications and monitoring overseas case files for ISANS
- Providing private refugee sponsorship groups with problem solving support related to overseas processes (pre-arrival) and settlement issues (post-arrival)

**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 working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience developing, implementing and evaluating programs or projects
- Experience delivering service face to face and/or online
- Experience with networking and outreach
- Experience in group facilitation
- Experience delivering presentations

**Knowledge:**

- Knowledge of local activities, programs and community organizations that serve the immigrant population

**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 to March 31<sup>st</sup>, 2020, renewable pending funding confirmation
- Part-time 28 hours per week

**Commencement Date:** ASAP

**Closing Date:** Friday April 19<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.**

