

INTERNAL AND EXTERNAL JOB POSTING

Job Search Resource Centre Facilitator

ISANS is seeking a full-time **Job Search Resource Centre Facilitator** to support job-seeking clients with their immediate needs including answering employment related questions, targeting resumes, applying for jobs, and accessing information about internal and external supports at the Job Search Resource Centre, ISANS Desmond. Reporting to the Supervising Team Lead, Pre-Employment & Bridging and the Manager, Employment & Bridging, the Job Search Resource Centre Facilitator will be responsible for:

- Staffing the Job Search Resource Centre offering drop-in support to clients accessing the centre including: reviewing resumes, cover letters, job applications and answering employment related questions
- Providing timely on-line resume, cover letter and job application reviews to clients, who are unable to access the centre in person or who live in rural Nova Scotia, through several types of technology: Optimal Resume, Skype for Business, and Big Blue Button
- Maintaining accurate records on clients' participation in the JSRC to ensure program accountability and reporting all program activities through NewORG and iCARE
- Maintaining on-going communication with relevant ISANS staff on clients' progress and needs
- Informing the Supervising Team Lead about changing client needs and types of requests for service
- Attending team meetings, ISANS staff meetings and special events
- Managing and maintaining the resource centre's flexible hours; offering evening support at least once a week

The ideal candidate for this position will have the following:

Education:

- Bachelors Degree or equivalent combination of education and experience will be accepted
- Career Practitioner's Certificate a strong asset
- Counselling Certificate an asset

Experience:

- 2 years experience in a similar position
- Experience in job search techniques and resume development
- 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
- Experience in program evaluation an asset

Knowledge:

- Knowledge of Nova Scotian labour market and job search techniques
- Knowledge of human resource practices including resume development, interview techniques and job search
- Cross-cultural sensitivity and understanding
- Knowledge of Adult Education principles

Skills:

- Strong written and verbal English communication skills
- Fluency in other languages an asset
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications and other software
- Accurate and detail oriented
- Ability to multitask and prioritize multiple requests for service (on-line or onsite)

Terms of Employment:

- Fixed term contract to March 31st, 2020, renewable pending funding confirmation
- Full-time 35 hours per week (flexible hours)

Commencement Date: ASAP**Closing Date:** May 29th, 2019 – 4:00pm

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 thank all applicants for their interest and effort in applying for this position and advise that only those candidates selected for an interview will be contacted.