

**INTERNAL & EXTERNAL JOB POSTING**

**Manager, Business & Workforce Integration**

ISANS is seeking a full-time **Manager, Business & workforce Integration** responsible for the development, implementation, management and evaluation of all programs and services within the Business & Workforce Integration (BWI) team. Reporting to the Director, Programs-Business, Employment, Language & Online, this position will be responsible for:

**Duties & Responsibilities:**

- Implement and supervise all program activities related to the BWI team, comprised of Employer Support Programs and Business Development Services
- Identify, develop and implement new programs for the BWI team.
- Collaborate across teams within ISANS to develop, implement and/or manage new programs
- Conduct ongoing monitoring of outcomes and evaluation of all programs and services within the BWI team and redirect as necessary
- Keep up-to-date with theory and practice of current information, policies, ISANS Strategic Plan, etc. as it relates to the work of organization and of the team
- Represent the BWI team and the organization at various forums – networking events, trade shows, conferences, etc.
- Provide leadership both inside and outside the organization with regard to the BWI team's programs and services
- Build partnerships and support ongoing collaborations to further the objectives of the organization and the BWI team
- Research funding opportunities. Develop, review and ensure the timely completion of formal proposals, reports and compliance with other provisions required under relevant agreements and grants.
- Collaborate and build partnerships with associations, communities, employers and other service providers to further the objectives of the organization and of the BWI team
- Monitor budgets that support the BWI team's programs and services
- Plan, secure sponsorship, partnerships to host Connecting events for BWI clients
- Carry out additional duties as requested by Director, Business, Employment, Language and Online

**Managing BWI team**

- Hire, onboard, supervise, train, mentor, coach, support, and develop the BWI team, including annual review of colleagues' performance
- Monitor, evaluate and provide recommendations regarding resource needs
- Identify and coordinate professional development opportunities for team
- Establish procedures and processes to meet the objectives of the team services
- Keep up-to-date on business and workforce integration best practices and other related knowledge, sharing knowledge with team members.
- Monitor team expenses within agreed budget

**The ideal candidate for this position will have the following:**

**Education**

- University degree, preferably in business, commerce or related field
- Certification related to business and/or employment fields preferred
- Combination of education and business/employer experience will be considered

**Experience**

- 5+ years of progressive experience in immigration/settlement sector, business/employment, and management
- Working in a cross-cultural environment, ideally in the not-for-profit sector
- Minimum 3 years in business or entrepreneurial experience
- Minimum 2 years as career practitioner or related field

**Skills and attributes**

- Exceptional relationship developer internally and externally
- Strong organizational and time management skills
- Excellent written and verbal English communication skills, including facilitation and presentation abilities
- Ability to work independently and as part of a diverse team for continuous improvement
- Sound professional judgment in complex situations
- Project management skills through the full life-cycle of a project
- Problem solving skills with ability to plan ahead and react promptly to unexpected changes
- Strong interpersonal skills and ability to adapt leadership style accordingly
- Event planning ability
- Resourceful and open minded

**Knowledge**

- Familiarity with professional networks and associations
- Entrepreneurial and business knowledge
- Provincial legislation on Employment Standards, Occupational Health and Safety, and Human Rights
- Knowledge of immigration issues
- Understanding of the not-for-profit sector
- Adult education principles
- Trauma-informed and empowerment approaches

**Leadership Competencies:**

- Inspires others
- Displays integrity
- Respectful of others
- Values diversity and inclusion
- Willing to learn and share knowledge
- Independent and collaborative
- Takes initiative
- Demonstrates sound, analytical decision-making
- Ability to think strategically and tactically
- Innovative thinker

**Terms of Employment:**

- Fixed term contract to March 31<sup>st</sup>, 2020, renewable pending funding confirmation
- Full-time, 35 hours per week

**Commencement Date:** ASAP**Closing Date:** Friday May 31<sup>st</sup>, 2019 – 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.**