INTERNAL & EXTERNAL JOB POSTING

Coordinator, Community Capacity

ISANS is seeking a part-time Coordinator, Community Capacity to provide support in building the community capacity to welcome diverse immigrants. Reporting to the Supervising Team Lead and the Manager, Community Integration Services, this position will be responsible for:

- Facilitating the Welcoming Ambassador workshop series, a training program on creating inclusive, diverse and welcoming communities for all (https://www.isans.ca/connect-with-community/welcome-ambassador-program/)
- Tailoring workshops as requested from external groups to support them to increase their awareness and ability to create safe and welcoming spaces to immigrants
- Supporting internal and external partners and groups to increase their inter-cultural understanding and capacity
- Staying abreast of information, statistics, challenges, best practices, and community resources

The ideal candidate for this position will have the following:

Skills:
- Group facilitation and presentations
- Ability to support and engage others on diversity, inclusion and equity work
- Workshop design
- Conflict resolution
- Networking and outreach
- Evaluation
- Strong written and verbal English communication
- 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

Experience:
- Relationship building
- Diversity and inclusion of vulnerable populations
- Understanding of social justice and anti-racism
- Understanding and knowledge of adult education principles
- Working in a cross-cultural environment; experience delivering direct services to immigrants preferred
- Lived experience an asset
- Experience with databases an asset

Education:
- Theoretical framework on equity, diversity and inclusion
- Bachelors Degree or
- Equivalent combination of education and experience will be accepted

Terms of Employment
- Fixed term contract to March 31st, 2020, renewable pending funding confirmation
- Part-time, 14 hours per week (with the possibility of increasing to 21 hours in April, depending on funding)
- Some evening work required

Commencement Date: ASAP

Closing Date: December 13th, 2019- 4.00pm
To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. To help us achieve our diversity goals, we encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

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.