Program Assistant, Visible Minority Newcomer Women at Work

ISANS is seeking a full-time Program Assistant, Visible Minority Newcomer Women at Work responsible for supporting the effective and efficient administration of the Navigating the Canadian Labour Market project, by providing support to the project team and manager. Reporting to the Supervising Team Lead and the Manager, Employment & Bridging, this position will be responsible for:

- Assisting with the on-going program recruitment efforts
- Updating promotional flyers, answering inquiries about the project; connecting prospective project participants with the project coordinator and facilitator;
- Maintaining lists of participants in the project and in the control groups;
- Maintaining wait lists and ensuring their access to the services as needed;
- Managing classroom booking and setup for all cohorts;
- Producing and photocopying documents and workshop materials;
- Collecting clients’ information and activities and inputting into ISANS database;
- Supporting the manager, project coordinator and facilitator to run the project
- Coordinating the delivery of bus passes or bus tickets to the project participants;
- Assisting the project coordinators in completing the logistics to schedule speakers and employers;
- Recording, processing and storing documents in accordance with established procedures using computerized and manual processing systems;
- Providing backup support to ISANS reception staff;
- Other responsibilities and duties as required

The ideal candidate for this position will have the following:

Education:
- Administrative Assistant certificate/diploma
- Equivalent combination of education and experience will be accepted

Experience:
- 2 years’ experience in a similar position
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience with computer programs and databases; data input, queries, generating/developing reports, spreadsheets, presentation documents

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 31st, 2020, renewable pending funding confirmation
- Full-time 35 hours per week

Commencement Date: ASAP

Closing Date: December 19th, 2019 – 4 p.m.

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.