

## INTERNAL AND EXTERNAL JOB POSTING

### Coordinator, Welcoming Communities

ISANS is seeking a full-time **Coordinator, Welcoming Communities** to work collaboratively with community groups, service providers and settlement services to build their capacity to welcome and support newcomers. Reporting to the Manager, Community Integration Services, this position is responsible for:

#### Providing training and guidance by:

- Designing and facilitating public and tailored workshops (virtual and in-person) to build the awareness and capacity of others to create safe and welcoming spaces for immigrants
- Supporting community groups and service providers to increase their ability to welcome and support immigrants
- Collaborating with groups and service providers in problem solving around their work with immigrants
- Researching, developing and implementing welcoming community best practices and new initiatives

#### Develop partnerships and build networks by:

- Connecting community groups with each other in their efforts to welcome and support immigrants
- Sharing current best practices and resources with community groups and service providers
- Participating in external committees, task forces and round tables to raise issues related to creating welcoming communities, spaces and services to immigrants
- Collaborating with community groups to organize welcoming events for immigrants and other Nova Scotians (e.g. SupperNova)

#### 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
- Community Development Diploma an asset

##### Experience:

- Equity, diversity, and inclusion of vulnerable populations. Experience with these issues in the newcomer context is an asset
- Social justice, anti-racism and anti-oppression practices
- Community relationship building, networking and outreach
- Program development, implementation and evaluation
- Group facilitation
- Working in an inter-cultural environment; experience delivering direct service to immigrants preferred
- 2 years experience in a similar position

##### Knowledge:

- Theoretical framework of equity, diversity and inclusion
- Nova Scotian and Canadian context of access and barriers for newcomers
- Adult education principles

##### Skills:

- Ability to engage others on equity, diversity and inclusion work
- Community capacity and relationship building
- Collaboration and partnership building
- Group facilitation and presentations
- Workshop design
- Conflict de-escalation and resolution

- 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>, 2021, renewable pending funding confirmation
- Full-time 35 hours per week (Some evening and weekend work is required)
- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements.

**Commencement Date:** asap

**Closing Date:** Wednesday, October 7th, 4 p.m.

**To apply:** Please e-mail your resume and cover letter merged into one document to [careers@isans.ca](mailto: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. 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.**