

INTERNAL & EXTERNAL JOB POSTING

Coordinator, Youth Explore!

ISANS is seeking a full-time **Coordinator** for the **Youth Explore! project**, responsible for development, coordination, facilitation and partnership support. The successful candidate will be the lead on this new project ensuring its success. Reporting to the Manager, Community Integration Services, the Coordinator will be responsible to:

Program Development

- Develop and organize Life in Canada workshop sessions for newcomer youth. Topics include new cultural norms, rights and responsibilities, digital literacy, workplace expectations, how to be an ally, and other topics of interest. Sessions will be in-person, virtual or a blended format.
- Ensure that workshop sessions, resources and information are engaging and current
- Evaluate project to ensure on-going assessment of participant feedback
- Complete reports and updates to funder and management as required

Partnership

- Develop and maintain relationship with project funder partner
- Work with project funder partner to organize networking, job shadowing and mentorships sessions with their staff and youth participants

Program Delivery

- Promote program to newcomer youth
- Facilitate or co-facilitate Life in Canada workshop sessions and/or schedule speakers
- Ensure an inclusive and respectful learning environment for participants
- Support newcomer youth to do personal asset mapping and goal setting
- Connect youth to other resources, programs and supports based on their interest and eligibility
- Record all relevant client information in databases in a consistent and timely manner

The ideal candidate for this position will have the following:

Education:

- Bachelors Degree in a related discipline
- Adult education/training would be an asset

Experience:

- 2 years' experience in a similar position supporting youth and young adults, delivering direct service to immigrants preferred
- Working in a cross-cultural environment; EDI (Equity, Diversity and Inclusion) and social justice experience an asset

An equivalent combination of education and experience will be accepted.

Knowledge and Skills:

- Knowledge of local activities, programs and community organizations that serve the immigrant population and/or the youth population
- Group facilitation and presentations
- Program development and delivery
- Project coordination and evaluation
- Partnership development and relationship building
- Budgets, reports and evaluation
- 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 – renewed yearly for three years based on funding
- Full-time, 35 hours per week

- 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: April 1, 2021

Closing Date: March 7, 2021 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. 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.**