

INTERNAL AND EXTERNAL JOB POSTING

Employment Series Facilitator

ISANS is seeking a Full-time **Employment Series Facilitator** to teach CLB 1-4 adult newcomers job search, interview skills and canadian workplace culture needed to integrate into the labour market. Responsible for developing, updating and facilitating the Employment Series workshop.

Reporting to the Supervising Team Lead, Pre-Employment & Bridging and to the Manager, Employment & Bridging, this position is responsible for:

- Delivering the employment series at flexible times to provide lower language level clients an opportunity to participate in the program.
- Updating, developing and maintaining training materials
- Conducting client surveys and program evaluations
- Maintaining communication with the employment specialist team and other employment staff about clients' needs
- Maintaining accurate records to ensure program accountability
- Keeping up to date records of client participation on NewOrg, iCARE and LaMPSS
- Keeping up to date on the labour market trends

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 an asset
- Career Practitioner's Certificate an asset

Experience:

- 2 years experience in a similar position
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience developing curriculum
- Experience in implementing and evaluating programs or projects
- Experience delivering service face to face and/or online
- Experience working with various CLB level clients
- Experience in group facilitation
- Experience delivering presentations
- Experience with online databases

Knowledge:

- Knowledge of Nova Scotia Labour Market and job search techniques
- Strong understanding of ISANS programs and services an asset
- Cross-cultural sensitivity and understanding
- Knowledge of Adult Education principles

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 renewable pending funding confirmation
- 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: ASAP

Closing Date: Thursday April 22, 2021 – 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. 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.**