

INTERNAL & EXTERNAL JOB POSTING

**Atlantic Job Search Strategies & Cultural Communications Facilitator- SOPA
Short-term contract until December 31, 2021**

ISANS is seeking a full-time **Atlantic Job Search Strategies & cultural Communications Facilitator-SOPA** to facilitate cultural communications training and pre-employment workshops to assist pre-arrival immigrants in enhancing their ability to integrate into the labour market in Atlantic Canada. Reporting to the Supervisor, SOPA and the Manager, Innovation & Strategic Partnerships, this position will be responsible for:

- Delivering effective online Cultural Communications training and Job Search Strategies Workshops to immigrants destined for the Atlantic region, including delivering the following courses: *Complex Conversations, Working with Others, Social Interactions, Workplace Communication, and Job Search Strategies*
- Sharing reliable and current information, guidance, resources and links to different occupational fields
- Providing opportunities for immigrants to link with local employers
- Providing ongoing links to existing local resources/supports/programs/information
- Monitoring and updating curriculum as needed
- Providing timely online feedback to clients, including marking participants' submissions and monitoring/recording participant progress
- Responding to course-related inquiries and providing ongoing support throughout course participation via email communication
- Conducting ongoing and final evaluation of participants' communications skills
- Maintaining accurate records to ensure program accountability
- Liaising with partner agencies in Atlantic Canada and ISANS' staff regarding referrals and updates
- Communicating and collaborating with SOPA partner facilitators
- Monitoring and actively participating in group discussions in online courses
- Creating and posting blogs on a weekly basis for the online platform Social Café for each course

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

Previous Experience

- 2 years of experience in a similar position
- Experience with online and distance learning utilizing online platforms
- Experience in facilitating workplace communications training and pre-employment workshops to adult immigrants
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience in group facilitation

Knowledge:

- Understanding and knowledge of adult education principles
- Knowledge of human resource practices including resume development, interview techniques and job search

Skills:

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organizational skills
- Proficient with MS Office applications, online video/meeting room communications, and online platforms

- Additional languages an asset

ISANS Values:

DIVERSITY: Demonstrate diversity through valuing and respecting differences in experiences and perspectives, believing in everyone's ability to enrich Canadian society through their unique contribution.

INCLUSION: Demonstrate inclusion by welcoming and respecting the diversity in our community and fostering a sense of belonging in all.

RESPECT: Demonstrate respect by encouraging an environment of fairness, honesty and integrity for all clients, partners and colleagues.

COLLABORATION: Demonstrate collaboration by building relationships where we can share responsibilities and ideas and work together to enhance opportunities for all.

INNOVATION: Demonstrate innovation through service excellence, by being creative and flexible, responsive to clients and partners and continually seeking new opportunities.

ACCOUNTABILITY: Demonstrate accountability by acknowledging responsibility for our services, tools, actions and decisions and by being transparent and principled in our approach to people and situations.

Terms of Employment

- Short-term contract, August 16 to December 31, 2021
- Full-time hours (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: August 16, 2021

Closing Date: Friday July 23, 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.