

INTERNAL AND EXTERNAL JOB POSTING

Coordinator, Atlantic Immigration Pilot (AIP) Employer Engagement

ISANS is seeking a Part-time **Coordinator, AIP Employer Engagement** to be the liaison between employers and ISANS providing information and education on the supportive programs and services available through ISANS to assist employers in hiring and integrating newcomers in the workplace. Reporting to the Supervisor and Manager, Business & Workforce Integration, this position is responsible for:

- Being first point of contact at ISANS for employers regarding AIP and referring to appropriate staff
- Providing employers with 'settlement information' they need for their AIP application to become designated
- Delivering AIP webinar for employers
- Referring employers to AIP and WPC webinars
- Developing and implementing, in collaboration with teams supporting AIP, clear, accurate and accessible information for employers regarding AIP
- Developing opportunities for ISANS to connect with local communities to promote AIP
- Updating AIP section for employers on the ISANS website
- Reviewing and updating print information on services available to AIP employers
- Promoting and marketing ISANS' employer support programs throughout the province through workshops, meetings, presentations, conference participation, digital marketing, etc.
- Organizing, developing, participating and/or presenting at employer events
- Conducting information and orientation sessions for employers related to hiring and supporting immigrant employees
- Promoting, administering and registering employers on Skills Match, ISANS' e-recruitment tool for connecting employers with job-ready, skilled immigrants
- Connecting employers to the appropriate employer support program to meet their needs
- Collaborating cross-team within ISANS to facilitate appropriate employment referrals,
- conduct targeted labour market research, and identify appropriate potential new employers for clients
- Building capacity and understanding within supporting agencies, employers, Government departments and other stakeholders
- Keeping up to date on provincial 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 certificate/diploma 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 with networking and outreach
- Experience in public relations and/or marketing
- Experience with networking and partnership building
- Experience in group facilitation
- Experience delivering presentations

Knowledge:

- Knowledge of the Nova Scotia labour market

Skills:

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills

- Excellent MS Office applications skills
- Strong presentation skills
- Strong networking skills
- Full driving license and access to reliable vehicle essential
- Additional languages an asset

Terms of Employment:

- Fixed term contract until March 31, 2022, renewable pending funding confirmation
- Part-time 17.5 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: Tuesday August 3, 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.**