

INTERNAL & EXTERNAL JOB POSTING

Onboarding Employer Engager, Western Region (Yarmouth, Shelburne and Digby Counties)

ISANS is seeking a full-time **Onboarding Employer Engager, Western Region** responsible for working in partnership with small-centres and rural communities to support employers to successfully onboard and retain newcomers in the workplace, and settle their families. Reporting to the Supervisor and the Manager, Business & Workforce Integration, this position will be responsible for:

- Organizing, developing, participating and/or presenting information and orientation sessions to engage rural employers on the benefits of diversifying their workforce by hiring immigrants
- In partnership with the community and ISANS, providing the training, tools and resources employers need to recruit, retain and integrate newcomers and their families in the community
- Building capacity and understanding of cross-cultural issues within supporting agencies, employers, Government departments and other stakeholders
- Promoting and marketing ISANS' employer support programs through workshops, meetings, presentations, conference participation
- Promoting the Atlantic Immigration Pilot and additional employer supports available to employers when designated
- Promoting, administering and registering employers on Skills Match, ISANS E-Recruitment tool for connecting employers with job-ready immigrants
- Promoting the importance of cross-cultural training and resources available
- Promoting the benefits of mentorship to build cross-cultural understanding
- Connecting employers to the appropriate employer support program to meet their needs
- Staying informed and updating ISANS on regional resources/services and partnership opportunities
- 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
- Human Resource 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 to March 31st, 2021, renewable pending funding confirmation
- Full-time, 35 hours per week

Commencement Date: ASAP**Closing Date:** Monday August 2, 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.**