

**INTERNAL & EXTERNAL JOB POSTING**

**Facilitator, Internationally Educated Accountants Job Search Strategies**

**Short contract to end March 2023**

ISANS is seeking a part-time **Facilitator, Internationally educated Accountants JSS** responsible for facilitating the effective and efficient delivery of job search strategies for internationally educated accountants. Reporting to the Supervisor and the Manager, Employment & Bridging, this position will be responsible for:

- Facilitating Job Search Strategies workshops for Internationally Educated Accountants, target job search documents, practice interview skills, and support program coordinator with job development processes
- Conducting initial assessment to determine client suitability for online learning, registering participants, initiating and monitoring group discussions, monitoring and recording participant progress, providing feedback to clients in a timely manner, and conduct ongoing and final participant and program evaluation
- Monitoring curriculum and suggesting revisions/enhancement for current and up-to-date information,
- Maintaining familiarity with international accreditation processes in all relevant occupational/professional fields
- Assisting in ongoing promotion of online learning at ISANS and marketing the online module through social media
- Contacting and scheduling clients for practice interviews
- Preparing clients for practice interviews, providing specific interview questions in their field and various interview preparation documents
- Providing clients with a practice interview and offering feedback on their interview skills
- Coaching and educating clients about the Canadian job interview and the skills required to succeed in the interview, networking practice, and workplace culture
- Providing one-on-one advice on job search techniques, interview skills and labour market information
- Working with clients on developing job search documents (resumes, cover letters, LinkedIn)
- Ensuring that all documents have accurate and up-to-date content
- Recording all program activities and client data in NewORG/Lampss/iCARE
- Preparing regular reports on program activities
- Reporting regularly to the STL, Pre-employment Services and Manager, Employment and Bridging
- Participating actively in the evaluation of participant outcomes
- Other responsibilities and duties as required

**The ideal candidate for this position will have the following:**

**Education:**

- University education in a related field
- Equivalent combination of education and experience will be accepted
- Adult education/training certificate an asset

**Experience:**

- 2 years' experience in a similar position with focus on facilitation, coaching, or coordination
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience with online delivery, computer programs and databases; data input, queries, generating/developing reports, spreadsheets, presentation documents

**Skills:**

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong interpersonal and facilitation skills

- Strong time management and organization skills
- Proficient with MS Office applications
- Additional languages an asset

**Terms of Employment:**

- Short term contract to March 31<sup>st</sup>, 2023
- Part-time 24.5 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:** Monday October 11, 2021- 4 p.m.

**To apply:** Please e-mail your resume and cover letter merged into one document to [careers@isans.ca](mailto: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.**