

INTERNAL & EXTERNAL JOB POSTING

Coordinator, Immigrant Youth Career Exploration Project

Short contract to end March, 2022

ISANS is seeking a full-time **Coordinator, Immigrant Youth Career Exploration Project** responsible for the implementation and delivery of the Immigrant Youth Career Exploration Project which provides immigrant refugee youth clients attending high school with the opportunity to be assessed through employment counselling, career exploration, safety training, financial literacy, job shadowing and on-the-job work experience to identify their future career plan, gain work experience and prepare for their long term education Plan. Reporting to the Supervisor & Manager, Employment & Bridging, this position will be responsible for:

- Planning and coordinating the Immigrant Youth Career Exploration Project.
- Offering the project activities evenings and weekends to meet the needs of refugee high school students
- Publicizing the project to prospective high school refugee youth participants; providing program information on an ongoing basis.
- Meeting with clients directly, providing employment counselling and career coaching and enrolling selected candidates to the project.
- Developing and facilitating the Immigrant Youth Career Exploration Project curriculum
- Facilitating the Youth Job Search Strategies workshop
- Communicating effectively and working in close collaboration with the Employment and Bridging team and other ISANS team members as needed
- Communicating effectively and working in close collaboration with the partnering sector councils and planning for test drive dates.
- Planning technical and safety training logistics including: Emergency First Aid/WHMIS/ Fire Safety
- Planning and organizing financial literacy training
- Planning and organizing test drive visits to NSCC as needed
- Connecting youth refugees with mentors in their desired fields
- Researching companies, organizations and other potential employer sites; keeping up to date on labour market developments in Nova Scotia
- Building partnerships with employers, training organizations and government agencies to ensure that job ready clients will get an opportunity for training and secure paid employment in their desired field.
- Developing and maintaining a network of host employer contacts in different fields
- Ensuring ongoing contact and coaching relationships with individual participants including scheduled worksite visits, follow up calls, and ongoing support.
- Developing evaluation measures/forms in consultation with management and staff; ensuring completion of these forms and providing final program reports.

The ideal candidate for this position will have the following:

Education:

- Bachelors Degree or
- Equivalent combination of education and experience will be accepted
- Career Practitioner's Certificate an asset
- Counselling Certificate an asset
- Adult education/training certificate an asset

Experience:

- Experience in a similar position providing employment counselling and career coaching to youth/immigrants
- Experience in curriculum development an asset
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred

- Experience in facilitating career exploration and job search workshops
- Experience building partnerships with employers and the business community

Knowledge:

- Knowledge of resume development, interview techniques, job search and employment needs assessment
- Up to date knowledge of the Nova Scotia labour market and current trends

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:

- Short contract until March 31st, 2022
- full-time – 35 hours per week commencing February.
- Must be available to work one day per week from 1–8 pm and on Saturday of each week from 9am–1 pm – remainder of hours flexible and normal working hours
- 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.

Start date: ASAP

Closing Date: Monday October 11th, 2021 - 4 pm

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.**