

Job Profile - Western Regional Enterprise Network

Immigration Readiness Coordinator

Part-time position contract

Deadline for application: May 6th, 2024

The Western Regional Enterprise Network (Western REN) encompasses the Municipalities of the Districts of Barrington, Clare, Argyle, Digby and Yarmouth and the Towns of Digby and Yarmouth. The Western REN's role is to guide and navigate regional development in Western Nova Scotia, supporting business growth in communities. The Western REN operates as a connector among economic development partners, supports business growth and retention and provides regional leadership on economic development priorities.

Job Purpose

The Immigration Readiness Coordinator will work with local employers, giving them the support, resources, and practical tools to hire, onboard, and retain newcomers effectively, empowering them to effectively hire, onboard, and retain newcomers. By fostering inclusive workplaces and vibrant communities, the program aims to increase the attraction and retention of newcomers in the region. The Immigration Readiness Coordinator will play a central role in delivering these services to both employers and newly hired immigrants.

Reporting to: The Chief Executive Officer

Primary Duties and Responsibilities

The Immigration Readiness Coordinator will perform a wide range of duties including but not limited to the following:

- Assist employers in creating job descriptions and posting advertisements that align with immigration requirements.
- Arrange relevant and necessary training opportunities for employer.
- Raise awareness on relevant topics such as recruitment strategies, interview techniques for international hires, and utilizing recruiters effectively.
- Help with interview preparation, including access to interview questions tailored to assess fit with the rural lifestyle and providing technical support for virtual interviews.
- Provide tools and resources to assist employers in conducting employee performance reviews effectively.
- Recognize participating employers through annual success stories and awards.
- Facilitate networking opportunities for employers to share best practices and learn from each other.
- Conduct needs assessments with each employee to tailor onboarding to their specific requirements.

- Introduce employees to YREACH and other community partners to facilitate their integration into the community.
- Increase the likelihood of successful employer-employee matches, leading to improved job satisfaction, performance, and retention.
- Support employers with pre-arrival information to their new employees.
- Support integration of new employees to the workplace.
- Explore options for program branding.

Qualifications :

- Previous experience working with employers and/or immigrants, refugees, or newcomers, preferably in an employment readiness or settlement context.
- Familiarity with immigration requirements and regulations related to employment.
- Knowledge of local labor market trends, employment services, and community resources.

Communication:

- Excellent communication skills, both verbal and written, with the ability to effectively engage with individuals from diverse backgrounds.
- Strong understanding of intercultural communication, able to navigate cultural differences sensitively and effectively.
- Ability to build rapport and establish trust with both employers and newcomers.

Flexibility:

- Willing to work evenings and weekends if required.

Leadership:

- Positive, optimistic attitude.
- Demonstrated ability to influence stakeholders and build partnerships to advance program and organizational objectives.

Education:

- Post-secondary degree or diploma in social sciences, business administration, or related field.
- Continuing education and professional development related to immigrant integration, employment readiness, or related fields is desirable.

Knowledge, skills and abilities:

- Knowledge of immigration policies and regulations related to employment, as well as familiarity with local labor market dynamics.
- Proficiency in Microsoft Office suite and experience with database management software.

- Strong organizational skills, with the ability to manage multiple tasks and priorities effectively.
- Commitment to diversity, equity, and inclusion principles, with a passion for supporting newcomers in their integration journey.

Personal characteristics :

The Immigration Readiness Coordinator should demonstrate competence in some or all of the following:

- **Behave Ethically:** Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and align with the values of the organization.
- **Maintain Confidentiality:** Confidentiality must be maintained with telephone calls, emails and meetings where applicable.
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of program and organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Attention to Detail:** Detail oriented and accurate with strong analytical, evaluative and research skills.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the program and organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the program and organization.
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Plan:** Determine strategies to move the program forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Experience :

- 3-5 years' work experience, preferably with newcomers and/or local businesses.

Working Conditions :

- The Immigration Readiness Coordinator will work in an office and/or a home environment and will work a part-time work week. Flexibility in working hours is available. Place of work to be determined, candidate to provide an indication of preference within the Western Region. Travel throughout the region will be required.

Salary:

- Salary ranges from \$25,500 to \$35,000 annually for a part-time position. To be negotiated according to experience.

Nice-to-Have Skills and Qualifications :

- Bilingualism (English and French) would be considered an asset.

Please send your CV and cover letter by **May 6th, 2024** to:

Angélique LeBlanc

Western Regional Enterprise Network

hr@westernren.ca

We wish to thank all applicants for their interest; however, only candidates selected for an interview will be contacted.