

JOB DESCRIPTION

Position Title:	Coordinator, Settlement Support (Bilingual EN/FR)
Location:	Halifax, NS
Type:	Full-time (35 hours/week)
Reports to:	Program Manager
Salary	Starting salary of \$61,500 annually, plus a comprehensive benefits package
Start date:	As soon as possible
Working conditions:	ARAISA staff work in a hybrid environment which includes a minimum of 2 days per week in the ARAISA office. Travel within the Atlantic Region may be occasionally required.

THE OPPORTUNITY

The [Atlantic Region Association of Immigrant Serving Agencies \(ARAISA\)](#) is looking for a Coordinator to join its growing team.

Reporting to a Program Manager, the Coordinator, Settlement Support engages with stakeholders and plans, implements, and reports on activities that strengthen settlement supports related to the Atlantic Immigration Program (AIP).

ABOUT THE ORGANIZATION

ARAISA is a non-profit umbrella association which serves as a collective voice and forum for its more than 40 member organizations who are committed to the settlement and integration of immigrants and refugees in the Atlantic Region. ARAISA works to increase the effectiveness of its members through its initiatives to support the sector and its contributions to regional and national forums. ARAISA provides professional development and networking opportunities, facilitates information and resource exchange, hosts sector-specific working groups, convenes meetings with key stakeholders, and represents its members through national bodies, with the goal of having a positive impact on settlement and integration policies and practices.

WHY ARAISA

- **Collaborative Culture:** ARAISA is not just an organization; it's a community of passionate individuals committed to transforming lives. Join a collaborative and supportive work environment where your ideas are valued, and teamwork thrives.
- **Inclusive Work Environment:** ARAISA is committed to equity, diversity and inclusion. Your unique background and perspectives are not only welcome but celebrated. Join a workplace that recognizes and values the richness of diverse experiences.
- **Professional Development:** ARAISA believes in nurturing talent. As a team member, you'll have access to professional development opportunities, ensuring your skills stay sharp and you continue to grow in your career.

- **Impactful Initiatives:** ARAISA is at the forefront of initiatives that make a real difference in the immigrant settlement sector. Be part of projects that contribute to positive changes.
- **Comprehensive Benefits:** Enjoy a competitive benefits package and health plan that prioritizes your well-being.
- **Financial Security:** Benefit from employer-matched RRSP contributions (up to 5% of salary) after one year, ensuring a secure financial future.
- **Time for You:** Take advantage of 3 weeks of vacation, plus an additional 16 days of paid holidays/time off annually.
- **Wellness Support:** Experience a flexible and accommodating work environment that promotes wellness and fosters a healthy work-life balance

MAJOR RESPONSIBILITIES

- Maintain AIP Settlement Supports website, including regularly updating content and managing access to password-protected pages for Intercultural Competency Training (ICT) facilitators, and generally seeing to quality assurance
- Onboard new ICT facilitators to familiarize them with the website, processes, training opportunities, and related resources
- Convene ICT facilitators on a regular basis (e.g., quarterly virtual or periodically in person) to provide updates, share resources, and engage in peer learning
- Issue certificates from Intercultural Competency Training (ICT) in an efficient and timely manner
- Support the administration of ARAISA's online Building Welcoming Workplaces, Embracing Welcoming Workplaces, and Train-the-Trainer courses by responding to employer inquiries and sharing data with IRCC
- Compile and share evaluations resulting from ICT trainings with AIP-designated Service Provider Organizations (SPOs) on a regular basis (e.g., monthly)
- Collect data and information required to develop, implement, track, evaluate, and report on initiatives, (e.g., quarterly statistical reports on number of certificates issued as well as narrative reports), with a continuous improvement approach
- Organize virtual and/or in-person stakeholder meetings, as required, with designated service provider organizations, provincial and federal government representatives, and other stakeholders
- Procure, direct, and oversee the work of third-party consultants and external vendors as required
- Maintain an up-to-date knowledge base of settlement and integration programming, intercultural competency training, the Atlantic Immigration Program, and other work-related areas
- Ensure accurate communication occurs in both official languages, including translation of texts and simultaneous interpretation during meetings, where required
- Develop and execute work plans with associated timelines, targets, and anticipated outcomes
- Contribute to a positive team environment where inclusion, trust, learning, and well-being are valued

The Coordinator is also responsible for:

- Providing support to ARAISA's programs and operations as required
- Representing ARAISA at events or external meetings, when requested
- Other duties or projects as assigned.

EXPERIENCE/QUALIFICATIONS

- Post-secondary degree(s) in a relevant field(s)
- 3+ years of relevant professional work experience
- Project management, including work planning, priority setting, service procurement, working within set budgets, drafting reports, monitoring, and evaluation
- Excellent written and verbal communication skills in **both** French and English
- Content Management System (CMS) proficiency (e.g., WordPress)
- Strong relationship-building and networking skills
- Clear, engaging communication skills for facilitation, effective consultation, and collaboration
- Understanding of intercultural learning, and equity, diversity, and inclusion (EDI)
- Ability to maintain an up-to-date understanding of the settlement and integration sector, as well as immigration pathways, in the Atlantic Canadian context
- Effective information-gathering skills, including survey development and data analysis
- Strong organizational, problem-solving, and analytical skills
- Advanced computer proficiency, including MS Office Suite, Sharepoint, Zoom, and program-specific apps (e.g., certificate software)
- Must be legally able to work in Canada

APPLICATION INSTRUCTIONS

Please apply online through the Indeed application process by submitting your cover letter and resume in English, merged into one (1) document. Please ensure that you demonstrate in your cover letter how you meet the above qualifications.

We appreciate the time and effort of all applicants in expressing their interest in the position. Please note that only those selected for an interview will be contacted.

DEADLINE TO APPLY

May 27, 2025, at 5:00 PM ADT

ARAISA is committed to the principles of equity, diversity, and inclusion. We recognize that our strength lies in our diversity. We encourage applications from all qualified individuals who represent the full diversity of communities in Canada, including the intersectionality of gender identity and expression, race, ethnicity, religious belief, national origin, age, sexual orientation, education, ability, language, and socio-economic status.