

# INTERNATIONAL RECRUITMENT COORDINATOR

Island Investment Development Inc.  
(operating as the Office of Immigration)

Location – Charlottetown, PEI  
Full-Time, Temporary Position (Commencing Immediately for Two Years)

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The [Office of Immigration](#) is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as all people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Diversity & Inclusion Policy](#).

## About the role:

Reporting to the Workforce Manager of the Office of Immigration, the International Recruitment Coordinator (IRC) is responsible for coordinating the day-to-day management of the recruitment of international candidates in support of workforce in Prince Edward Island. The main purpose of this position is to support the efforts of Island employers in filling labour gaps through international recruitment efforts. The IRC will promote PEI as a destination to live and work for international candidates.

## Who you are:

Candidates who meet the following key qualifications will move forward in the recruiting process:

- University degree in business, social sciences or related field
- Considerable experience in immigration matters
- Knowledge of provincial and federal immigration policies
- Experience in planning, executing, and evaluating recruitment strategies
- [Demonstrated equivalency will be considered](#)
- Proficient written and verbal communication skills with public speaking ability
- Demonstrated critical thinking and situational awareness skills with ability to identify issues and develop/recommend solutions
- Excellent interpersonal skills including ability to network, form professional connections and manage business relationships
- Strong organizational and time management skills
- Ability to travel for extended periods including weekends

Please ensure your application clearly demonstrates how you meet the above noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

## Responsibilities:

- Act as the Office of Immigration's primary contact for international recruitment efforts;
- Develop and implement an overall recruitment strategy for the Office of Immigration;
- Lead international recruitment efforts in relation to candidates including interactions with relevant stakeholders including Island employers;
- Prepare and discuss available scenarios/strategies and collaborating with business owners seeking foreign labour to fill labour market gaps;
- Develop and maintain working relationships with Immigration, Refugees and Citizenship Canada, PEI businesses, immigration agents and settlement agencies;
- Lead and create a consultation process that will ensure efficiency and effectiveness of recruitment efforts;
- Organize and attend international recruitment fairs/missions on behalf of the PEI Office of Immigration;
- Develop and deliver informative presentations to provincial, national and international audiences;
- Identify areas of flexibility and/or program enhancements required to achieve workforce objectives within immigration;
- Ensure recruitment needs are communicated in a timely and efficient manner and report regularly on the outcome of recruitment efforts;
- Other related duties as assigned by the Employer

## What we can offer you:

- Salary: \$30.71 - \$38.39 per hour (Level 15) (\$59,889 - \$74,861 annually)
- 75 hours biweekly
- Paid vacation, sick and leave options
- Comprehensive group insurance coverage and pension plan
- Professional development and training opportunities

## To apply:

Please apply online at [International Recruitment Coordinator - WorkPEI](#) by Tuesday, August 20, 2024, 4:00pm.