



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Position: Project Coordinator

Project: Surrey Intercultural Youth Service Corps project

Hours of work: 35 hours per week (Subject to final approval of the project)

Start date: ASAP

Location: PICS Head Office

Summary: The PICS Surrey Intercultural Youth Service Corps project has been designed to support the building of an inclusive Canada by providing eligible youth in Surrey with volunteer leadership training as well as civic engagement opportunities through involvement in volunteer community service opportunities or community development projects. The project will bring together a diverse group of underrepresented youths to identify and respond to priorities and issues within their community.

Duties and Responsibilities:

- Coordinate the delivery of The PICS Surrey Intercultural Youth Service Corps project within the delegated authority
- Assist in the procurement and maintenance of capital purchases, resources, and furniture for the project
- Network with other professionals and service providers
- Coordinate the marketing and promotional activities for the programs including the distribution of flyers and brochures to employers, community agencies, organizations and WorkBC Centres
- Prepare activity reports for funders and management; oversee the program assistant in preparing participation and follow up reports
- Recruit, screen, and assess participants for program suitability and eligibility for the Program
- Conduct appropriate assessment of participants' barriers, skills, education, experience, motivation, and employment readiness by using relevant assessment tools
- Develop Return to Work Action Plans with each participant to facilitate the ongoing management of participant's future
- Increase civic and community engagement among youth not only through the service opportunities that are available through the project, but by working to create youth community engagement "ambassadors" who have the skills, knowledge and drive to involve their peers in their volunteer service endeavors
- Help team members facilitate Life Skills and Job Search workshops in-group settings
- Help prepare and volunteer placement material – manuals, forms, exercises, PowerPoint for workshops and handouts
- Proofread and edit all client documents before handing them back to clients
- Conduct one on one sessions with participants on a regular basis to determine progress, troubleshoot and assist the participants in seeking solutions
- Closely monitor participants throughout the volunteer experience placement phase (individual and group)

- Host a graduation ceremony for participants, where employers, case managers, youth workers, school counsellors, family members, friends, etc. will be invited to share their success in the Surrey Intercultural Youth Service Corps project.
- Monitor and provide recommendations to youth on the grant presentations
- Work with each participant based on their skills, capacity, and experience to provide individual mentorship to foster skill development and address barriers to ensure success with the project
- Conduct evaluation of the delivery of services and monitor the quality of client documents to ensure program standards are maintained
- Coach participants to develop their interviewing skills; assist participants in networking with volunteer placement partners, employers and monitor their progress
- Provide ongoing consultation and guidance to clients; follow up, review, and monitor their progress throughout the intervention and post-track period
- Connect participants with appropriate community resources
- Attend staff meetings and development workshops as required
- Perform other job-related duties as assigned

Job Requirements:

- A minimum of 3 years of experience in delivering and/or coordinating government-funded job search programs for youth or immigrants; completion of a Bachelor's Degree in Business/ Social Work or a related discipline; CDP Certification (an asset) or the equivalent of education, training, experience, and certification.
- Competence in networking and building relationships with various stakeholders.
- Knowledge of counseling approaches, educational methodologies, employment placement strategies, and event management techniques.
- Experience in case management, facilitation and job development preferred.
- Knowledge of local labor market issues.
- Outstanding leadership skills.
- Excellent verbal and written communication skills in English.
- Fluency in a second language (Punjabi, Hindi or Urdu) is desirable.
- Proficient in the use of the Microsoft Office Suite.
- Some evenings and weekends may be required due to the operational needs of the program.
- Reliable vehicle insured for business use with \$2 million liability and clean drivers abstract.
- Clean Criminal Record Check (Vulnerable Sector).

Closing Date: 4:30 pm, Friday, September 21, 2018

How to Apply: Please submit application to PICS HR Department at career@pics.bc.ca. Please use "Project Coordinator – Surrey Youth Corps" as the email subject.
** Resume including the cover letter should not be more than three pages.*

(PICS is an equal opportunity employer. We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.)