



## SUMMER CAREER PLACEMENT JOB POSTING

Please note this position is subject to Canada Summer Jobs Funding approval.

**Job Title:** Program Assistant – Skills Link Program  
**Location:** Surrey Head Office  
**Position:** Summer position for a maximum of 16 weeks - April 23, 2019 to September 01, 2019  
**Wage:** \$12.65 to 13.85 per hour; Full-time 35 hours a week  
**Conditions:** Must be able to work full-time from April 23, 2019 to September 01, 2019

**Job Summary:** assist the Skills Link Program staff in smooth functioning of the program.

### Work Tasks and Responsibilities

- Assist in the day to day delivery of the project
- Type, edit, correct and make changes to all job search documents for clients and update these in the client files
- Make photocopies of classroom handouts, forms, and client documents as needed
- Maintain general office area and equipment as well as classroom / client area
- Set up, update, and maintain filing systems
- Make follow-up telephone calls to confirm participation of clients and employment status of clients
- Monitor and keep inventory of supplies and materials - prepare supply orders for the program and obtain approval
- Assist in organizing PICS Mega Job Fairs
- Other assigned duties as required

### Skills and Abilities

- Interpersonal and communication skills
- Business professionalism
- Organizational and project management skills
- Knowledge of Microsoft office suite and internet technologies
- Work independently and in teams
- Time management skills

### Level of Education and Experience

Enrolled in or interested in enrolling in a Business / Entrepreneurship program. Experience in or interested in gaining experience in community social services / non-profit sector.

### ELIGIBILITY

To be eligible, applicants must:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

**How to Apply:** Please submit a resume and cover letter to PICS HR Department at [career@pics.bc.ca](mailto:career@pics.bc.ca)

**Please include the job title in the email subject.** We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.