



## SUMMER CAREER PLACEMENT JOB POSTING

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

**Job Title:** Program Coordinator– SEWA Ventures Society  
**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:** responsible for assisting and supporting the SEWA Ventures Society.

### Work Tasks and Responsibilities

- Answer inquiries from clients by phone, in person and via email
- Provide intake support as needed
- Provide support to the recruitment process and training
- Redirect problems to appropriate resource
- Promote the SEWA Ventures Society through traditional and social media outlets, and through collaboration and networking with other organizations and municipalities in Metro Vancouver
- Maintain databases of contacts and clients who agree to retain services of the SEWA Ventures Society
- Prepare internal and external reports with respect to the program.
- Other assigned duties as required

### Skills and Abilities

- Interpersonal and communication skills.
- Presentation and writing skills.
- Business professionalism.
- Respect for confidentiality and appropriate handling of sensitive information.
- Organizational and project management skills.
- An ability to work independently with minimal supervision.
- Time management skills, managing of multiple situations and multiple deadlines.

### 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.