



SUMMER CAREER PLACEMENT JOB POSTING

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

Job Title: Project Assistant – Diversity Village
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 in the project management tasks for the newly funded Diversity Village seniors long term care program.

Work Tasks and Responsibilities

- Assist with the project procurement
- Assist with fundraising events as related to the project
- Compile statistics and prepare project participation and follow up reports
- Scheduling project related activities, creating timelines, maintain and organize project documents including appropriate legal paperwork
- Assist with the coordination of the project management activities, resources, equipment and information
- Communicate and follow-up with stakeholders about the project and its goals
- Working with budgets and assisting with the coordination of suppliers and vendors
- Organize and arrange project related meetings whilst updating project calendar
- Perform administrative and financial duties as related to the project

Skills and Abilities

- Communication skills
- Work Independently
- Organized and Detail oriented
- Interpersonal skills
- Computer skills

Level of Education and Experience

Enrolled in or interested in enrolling in a business or project management program. Experience in or interested in gaining experience in community 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

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.