



SUMMER CAREER PLACEMENT JOB POSTING

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

Job Title: Project Support Worker– PICS Event Management 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 PICS Event Management Society.

Work Tasks and Responsibilities

- Support and monitor the development of the special and educational events and review and update the business plan as appropriate.
- Develop promotional material for events in different formats.
- Promote the PICS Event Management Society through traditional and social media outlets, and through collaboration and networking with other organizations and municipalities in Metro Vancouver.
- Develop a tracking system to evaluate effectiveness of various marketing strategies.
- Maintain databases of contacts and clients who agree to retain services of the PICS Event Management Society.
- Prepare internal and external reports with respect to the program.
- 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

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.