



SUMMER CAREER PLACEMENT JOB POSTING

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

Job Title: Project Support – (WIMI) - Vancouver
Location: Vancouver (South) 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: To support and assist with the delivery of the Workplace Integration for Mature Individuals (WIMI) program at PICS Vancouver office.

Work Tasks and Responsibilities

- Promote the WIMI program through traditional and social media outlets, and through collaboration and networking with other organizations in Vancouver;
- Develop, update and maintain job search (labour market, educational, community) resources
- Edit job search documents of participants and assist them in filling out intake forms and worksheets
- Update the Job Board and assist participants to locate suitable job openings
- Assist participants in researching different employers, labour market information, and career options
- Assist participants in setting up email accounts and in sending and receiving attachments
- Prepare and maintain up-to-date contact databases;
- Prepare communications regarding the implementation of the program, and highlighting successes;
- Other assigned duties as required

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 program. Experience in or interested in gaining experience in community services/non-profit sector, and social enterprise 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.