



SUMMER CAREER PLACEMENT JOB POSTING

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

Job Title: Resource Centre & Special Events Worker
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: support the Foreign Credential Recognition (FCR) Program Coordinator

Work Tasks and Responsibilities

- Assist clients in the employment resource centre with basic job search requirements
- Develop, update and maintain job search resources for client use
- Edit job search documents of clients and assist them in filling out intake forms and worksheets
- Update job profiles, sample resume and cover letter binders in the Resource Centre
- Update the Job and Event Board and assist job seekers to locate the most suitable openings
- Assist clients in researching different employers, labour market information, and career options
- Assist clients in setting up email accounts and in sending and receiving attachments
- Provide administrative support to Career Advisors
- Assist with workshop registration and follow-ups
- Maintain general office area and equipment as well as classroom/client area
- Support special events team in attending community events as well as coordinating in house events
- Other assigned duties as required

Skills and Abilities

- Interpersonal communication skills
- Ability to learn and adapt quickly
- Empathy
- Listening skills

Level of Education and Experience

Enrolled in or interested in enrolling in any Social Science 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.