



SUMMER CAREER PLACEMENT JOB POSTING

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

Job Title: Youth Resource Centre Assistant
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: To research and keep updated local labor market information. Provide job search and career related information to job seekers and volunteers visiting the career resource center.

Work Tasks and Responsibilities

- Develop, maintain and update labour market resource files and Job Profiles
- Assist clients of all the Employment Programs in the Resource Centre
- Print job leads from websites and update binders for client use
- Edit job search documents of clients and assist them in filling out intake forms and worksheets
- Update the Job Board and assist job seekers to locate the most suitable jobs
- Assist clients in researching different employers, labour market information, and career options
- Provide assistance to clients in using the Internet as a job search tool and applying online for job opportunities
- Assist clients in setting up email accounts and in sending and receiving attachments

Skills and Abilities

- Collaboration skills
- Ability to work independently
- Communication skills
- Research skills

Level of Education and Experience

Enrolled in or interested in enrolling in a Business or Social Services 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.)