



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Job Posting

Position:	Project Administrative Assistant
Project:	Surrey Intercultural Seniors Social Inclusion Partnership Network (Funded by ESDC)
Project Term	September 2, 2019 to August 31, 2024
Location:	PICS Head Office, Surrey
Hours:	35 hours per week

This position is subject to confirmation of government funding approval.

Project Summary:

PICS, as the identified backbone of the Surrey Intercultural Seniors Social Inclusion Partnership Network, will work with six collaborating organizations and various community partners to address systemic barriers to social inclusion of vulnerable multicultural seniors (55+). The goal is to break down cultural biases and create greater awareness, appreciation and acceptance of multiculturalism so that Surrey's seniors become more actively engaged in the community.

Project Administrative Assistant's Key Duties and Responsibilities:

- Provide administrative support to the project.
- Assist the Project Manager engage with project stakeholders to solidify the Partnership Network
- Assist with the creation of Senior Social Inclusion Action Committees
- Assist the Project Manager with Performing environmental scans and needs assessment
- Assist with the development and submission of a detailed Work Plan (including a Communications Plan, a Project Evaluation Plan and the framework for the Project's Sustainability Plan)
- Engage with Collaborating Organizations and other community partners
- Assist with recruiting other community partners
- Assist the Project Manager complete and Submit quarterly reconciliations and an Annual Project Report
- Secure staff and set-up facilities

Knowledge, Skills and Abilities:

- Bachelor's Degree in Social Work or similar field of study or acceptable combination of education, training and relevant experience
- Program delivery experience in the social services sector is an asset

- Experience working with seniors or programs assisting seniors is an asset
- Fluency in English and ability to speak a second language (e.g. Punjabi, Hindi, or Urdu) is an asset
- Excellent interpersonal, communication and people skills
- Excellent computer skills
- Strong administrative skills
- Ability to work collaboratively or independently with minimal supervision
- Strong time management skills
- Clean Vulnerable Sector Criminal Record Check is mandatory

Salary: Competitive compensation & benefits package.

Starting Date: September 2, 2019

End Date: March 31, 2024

To Apply: Please submit application to PICS HR Department at career@pics.bc.ca. Please use "Project Administrative Assistant" as the email subject.

(PICS is an equal opportunity employer. We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.)