



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Position: Employment Coach / Resume Writer
Project: Foreign Credential Recognition (THE FCR) Program
Hours of Work: 35 hours per week
Reports to: Program Coordinator
Location: PICS Surrey Office

Project Summary: The Progressive Intercultural Community Services Society (PICS) Technology, Health and Education Sectors Foreign Credential Recognition Loans Project (THE FCR) has been specifically designed to address particular barriers to employment faced by internationally trained immigrants, by offering career and financial counselling and support services

Job Responsibilities:

- Reviews every client's resume to make sure they meet the Canadian standards
- Types, edits, corrects and make changes to the resumes
- Provides information the NOC so client can see what duties are expected in Canadian workforce.
- Collects labour market information for clients regarding job opening
- Attends all job fairs for job recruitment
- Develops job leads and introduce clients to potential employer
- Creates connections and networking opportunities; locates work placement openings for clients based on their individual skills and abilities
- Creates connections and networking opportunities
- Create mentorship opportunities to clients with networkingCommunicates with Program Coordinator to update on project progress and evaluates results, records activities and submits reports to Program Coordinator
- Provides on-going support for current and prospective clients
- Meets with clients to obtain information
- Participate in marketing, outreach and promotional activities for the program.
- Performs other program-related duties as assigned from time to time

Education, Training and Experience

- Bachelor Degree in a related discipline and/or equivalent combination of experience and education may be considered.
- Minimum 1 year of experience in employment services
- Minimum 1 year of resume writing experience
- Experience working with internationally trained professionals
- Certified Career Development Practitioner (CCDP) designation a definite asset

Job Skills and Abilities

- Fluent in English; fluency in a second language (e.g. Punjabi, Hindi, Urdu, Tagalog, Cantonese, Mandarin) is an asset
- Strong analytical skills coupled with a high degree of accuracy
- Possesses established connections within the community and with employers
- Excellent verbal and written communications skills
- Strong ability to work with minimal supervision
- Excellent interpersonal skills and the ability to communicate effectively with clients and the public
- Competent to accomplish tasks with deadlines & handle stress and pressure
- Willing to take initiative
- Results-oriented, flexible and dedicated to quality work
- Proficient in the use of the Microsoft Office Suite and Social Media

Additional Information

- Reliable vehicle insured for business use with \$2 million liability and clean drivers abstract.
- Clean Criminal Record Check (Vulnerable Sector).

(How to Apply: Please submit cover letter and resume, stating salary expectations, to PICS HR Department at career@pics.bc.ca. Please use “ECRW position” 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.)