



**Job Title:** Youth Resource Center Advisor

**Location:** Surrey Head Office

**Reports to:** Manager, Community Services

**Start date:** ASAP

**Job Summary:** The Youth Resource Centre is a program of PICS Society funded by Royal Bank of Canada (RBC). We offer youth employment placement services, volunteer opportunities, job shadowing, mentorship services, resume and cover letter advice and much more.

### **Responsibilities**

- Daily open and close the resource room as per scheduled business hours.
- Performs reception duties and youth support, including pre-screening visitors, providing orientation information, registering and recording youth accordingly in the sign-in sheet for statistical purposes and booking youth for workshops and appointments with program staff.
- Ensures youth are aware of services and staff-assisted functions.
- Encourage youth to take on volunteering opportunities within and outside PICS premises.
- Provide youth with mentorship support. Liaison with professionals in different industry to act as mentors of youth when required.
- Encourage youth to job shadow other staff members in order to provide hands on experience/training to youth.
- Partner with employers in the industry to provide employment opportunities to the youth
- Assist in organizing PICS Mega Job Fair. Encourage youth to take an active part in the Job Fair
- Monitors youth in the preliminary needs assessment tool to determine when and if, youth are having difficulty and should be assessed for case management.
- Assists youth in locating, understanding and using labour market information to effectively support their job search, employment training and career decision making.
- Offer self-marketing and networking advice to youth.
- Assist youth in typing, editing, correcting and making changes to job search documents.
- Liaises with other community service organizations and ensures that a comprehensive, current and accurate directory of local community-based services is available to youth.
- Works closely with other staff in achieving program objectives including participation in program promotion, marketing and outreach activities.
- Ensures youth center provides a variety of up to date information on job opportunities, current resource materials and labour market information.
- Makes sure that postings sent out by Job Developers, other organizations or Employers are properly posted in the Resource Room and accessible to youth.
- Coordinate with the Job Developer every time there's a job fair on site
- Assists in the maintenance of resource room related equipment including printer in the hallway.

- Manage youth files from the day youth comes, labelling and filing
- Perform other duties as required.

### **Basic Requirements**

- A minimum of 2 years of experience in providing admin support to job search programs for youth or immigrants; completion of a Diploma or Certificate in Business/ Social Work or a related discipline; or the equivalent of education, training, experience and certification.
- Excellent administrative and organizational skills.
- Excellent verbal and written communication skills in English.
- Fluency in a second language (Punjabi, Hindi or Urdu) is an asset.
- Proficient in the use of the Microsoft Office Suite.
- Proficient in use of Social media as a marketing and promotional tool
- Excellent Graphic design skills preferred; knowledge of Photoshop and Publisher is desirable.
- Experience in designing marketing materials including on-line, print, radio and TV.
- Reliable vehicle insured for business use with \$2 million liability and clean drivers abstract.
- Clean Criminal Record Check (Vulnerable Sector).

### **Skills and Abilities:**

- Effective communication skills
- Proficient with computer
- Attention to detail
- Time management skills
- Ability to work effectively with individuals from diverse backgrounds
- Excellent interpersonal skills and team building skills
- Effective presentation and facilitation skills
- Ability to market clients, employers, and mentors
- Ability to provide job search-related guidance to clients
- Excellent interpersonal skills and team building skills

How to Apply: Please submit a resume and cover letter stating salary expectation to PICS HR Department at [career@pics.bc.ca](mailto:career@pics.bc.ca). Please use “YRCA” in 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.)*