



## **PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)**

**Job Title:** Program Coordinator (WIMBI)  
**Program:** Workplace Integration for Multi-Barriered Individuals  
**Location:** Vancouver / Surrey  
**Hours:** 35 hours/per week

**Job Summary:** The Project Coordinator is primarily responsible for project planning and service delivery. The Project Coordinator provides leadership to the project team, while liaising with government and municipality representatives, post-secondary educational institutions, regulatory body, employers, etc.

**Supervisor:** Program Director

### **Key duties and responsibilities:**

Project Coordination:

- Liaising with government and municipality representatives, post-secondary educational institutions, regulatory body, employers, project staff, etc. to coordinate activities related to the delivery of various project components
- Coordinate project activities including marketing, applicant recruitment and selection
- Support development of workshop curriculum and project activities schedule
- Support coordination of guest speakers, classroom activities, work experience placements as needed
- Research community resources, and network with community stakeholders to facilitate client interventions including life/employability skills and supported work experience placements
- Market project within community and meet with potential employers to arrange work experiences
- Supervise participant recruitment and selection process ensuring eligibility criteria has been met, appropriate referrals provided and relevant documentation completed
- Compile participant information, demographic information and statistical data to funder
- Keep detailed case notes of participant issues as communicated by project staff
- Monthly budget monitor, nutrition, transportation and participant supplies, process and submit vendor invoices for processing
- Track, monitor and report on participant progress including completion of project components
- Complete funder monthly activity reports, recording client progression through project components and summarize project outcomes
- Liaise with work experience employers, conduct on-site monitors and provide coaching to participants
- Perform other job-related duties as assigned from time to time

**Knowledge and Experience**

- Completed degree or diploma in Business or related discipline supplemented by three to four years' experience in project coordination, preferably in employment services; OR equivalent combination of education and experience
- Management and supervisory training / certification
- Managing budgets over \$500,000 dollars, experience working with funding disbursement
- Networking with employers, post-secondary education and training institutions
- Certified Career Development Practitioner (CCDP)

**Skills and Abilities:**

- Excellent oral, written, interpersonal and communication skills.
- Demonstrated time management skills
- Ability to work effectively with program staff, volunteers and non-profit or publicly funded groups, agencies and organizations.
- Comprehensive report writing skills.
- Ability to function independently.
- Strong Computer skills
- Able to established relationships/connections with various businesses/employers in the community
- Fluency in English, effective verbal and listening communication skills
- Strong Attention to detail
- Positive attitude
- Strong critical thinking skills

**Closing Date:** October 1, 2019

**How to Apply:** Please submit a resume and cover letter to PICS HR Department at [career@pics.bc.ca](mailto:career@pics.bc.ca). Please use "PC - WIMBI" 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.)*