



**Position:** Project Administrative Assistant  
**Project:** Surrey Intercultural Youth Service Corps project  
**Hours of work:** 25 hours per week  
**Start date:** ASAP (Subject to final approval of the project)  
**Location:** PICS Head Office

**Job Summary:** The PICS Surrey Intercultural Youth Service Corps project has been designed to support the building of an inclusive Canada by providing eligible youth in Surrey with volunteer leadership training as well as civic engagement opportunities through involvement in volunteer community service opportunities or community development projects. The project will bring together a diverse group of underrepresented youths to identify and respond to priorities and issues within their community.

**Duties and Responsibilities:**

- Assist in the day to day delivery of the project, including coordinating workshops, speakers, and training curriculum for participants
- Type, edit, correct and make changes to all job search documents for clients and update these in the client files
- Make photocopies of classroom handouts, forms, and client documents as needed
- Maintain general office area and equipment as well as classroom / client area
- Maintain filing systems; set up, maintain and update files and related documents for the participants on a regular basis
- Compile statistics and prepare project participation and follow up reports
- Make follow-up telephone calls to confirm participation of clients and employment status of clients
- Create, update and maintain inventory of flyers, brochures, and posters etc.
- Monitor and keep inventory of supplies and materials - prepare supply orders for the program and obtain approval
- Assist in the Resource Centre to support participants in continuing to research employers and job opportunities
- Provide internet and email orientation to clients to enable them to access job and volunteer leads and apply on-line over the Internet
- Design and create artwork for promotional materials and advertisements
- Update information on PICS website and social media to promote the project
- Participate in program promotional activities conducted jointly by Program staff
- Assist in tracking funding and budget allocations
- Monitor and track the attendance of participants during the project
- Prepare invoicing for remittance to the Social Enterprise
- Perform other job-related duties as assigned from time to time

**Basic Job 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.
- Certified Career Development Practitioner (CCDP) an asset
- Excellent administrative and organizational skills.
- Excellent verbal and written communication skills in English.
- Fluency in a second language (Punjabi, Hindi or Urdu) is desirable.
- 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.
- Some evenings and weekends may be required to meet the operational needs of the project.
- 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 application to PICS HR Department at [career@pics.bc.ca](mailto:career@pics.bc.ca). Please use “Project Administrative Assistant – Surrey Youth Corps” 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.)*