



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Position: Administrative Assistant - FCR
Project: Foreign Credential Recognition Loans Project (FCR)
Hours of Work: 35 hours per week
Reports to: Program Manager
Term: Temporary – ending on June 19, 2020
Location: PICS Head Office (Surrey, BC)

Job Summary: The 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 to achieve the following objectives:

- Contribute to developing fair, transparent, consistent and timely foreign credential assessment and recognition capacity
- Develop and strengthen Canada's foreign credential assessment and recognition capacity
- Contribute to improving Labour market integration outcomes of internationally trained individuals in targeted occupations and sectors

The Administrative Assistant will provide support to Program staff in the delivery of the project and assist participants to achieve their goals.

Duties and Responsibilities:

- Keeps track of client's repayment schedule
- Monitors client payments, performance, regular follow-up with clients to monitor their progress and provide further assistance as required
- Liaisons with our partners in this project (ASTTBC, BCPLAN and Vancity Credit Union)
- Networks with Vancity Credit Union in securing loans for the clients
- Follows up closely with clients who have difficulty with repayment and assists clients to develop a realistic repayment schedule if required
- Types, edits, and makes changes to program documents for clients and updates these in the client files
- Makes photocopies of handouts, forms, and client documents as needed
- Maintains general office area and equipment
- Maintains filing systems. Set ups, maintains and updates files and related documents for the participants on a regular basis
- Compiles statistics and prepares project participation and follow up reports
- Makes follow-up telephone calls to confirm participation of clients and employment status of clients
- Creates, updates and maintains inventory of flyers, brochures, posters etc.
- Monitors and keeps inventory of supplies and materials. Prepares supply orders for the program and obtains approval
- Provides internet and email orientation to clients to enable them to access job leads and apply on-

line over the Internet

- Designs and creates artwork for promotional materials and advertisements
- Updates information on PICS website and social media to promote the project
- Participates in program promotional activities conducted jointly by Program staff
- Assists in tracking funding and budget allocations
- Monitors and tracks the attendance of participants during the project
- Prepares invoices for remittance
- Performs other job-related duties as assigned from time to time

Qualifications/Experience Requirement:

- Completion of a Bachelor’s Degree in related discipline and at least 1 year of experience in a similar position (or suitable combination of education, training, experience and certification)
- Experience in conducting financial needs assessment is an asset
- Experience working with internationally trained professionals is an asset
- Certified Career Development Practitioner (CCDP) designation or training in progress is an asset

Job Skills and Abilities

- Fluent in spoken and written English
- Fluency in a second language is an asset
- Strong ability to work with minimum supervision
- Strong analytical skills coupled with high degree of accuracy
- Excellent verbal and written communications skills
- Excellent interpersonal skills and the ability to communicate effectively with clients and the public including potential employers and other service providers
- Proven ability to meet deadlines and work well under 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 - Twitter, Facebook, LinkedIn, WhatsApp, website etc.

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: How to Apply: Please submit cover letter and resume, stating salary expectations, to PICS HR Department at career@pics.bc.ca. Please use job title 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.)