



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Position: Employment and Placement Specialist
Location: PICS Head Office, Surrey
Contract: 1 year starting on March 9, 2020
Hours: 35 hours per week
Program: Construction Trades Training for Red Seal Certification PBLMT project

Job Summary:

The Employment and Placement Specialist will provide program participants with mentorship during training to ensure a solid grasp of the curriculum and will address any language barriers or learning issues (to support them being successful in the project). S/he will be responsible for networking with construction industry supervisors to support the placement of job-ready participants in work placements that best suit client needs, abilities and employment goals. While continuing to promote the project with employer and employer organizations, the Employment and Placement Specialist will also pursue construction trades job leads to build the project's employer database for future work experience placements. S/he will support participants in a successful transition from unemployment to full time employment and/or improved employability

Key Duties and Responsibilities:

- Provides immigrant participants with mentorship during training to ensure a solid grasp of the curriculum, address any language barriers or learning issues to support immigrants being successful in the project;
- Supports participants in identifying area of focus in public works technical specialist occupations. Offer feedback to further target resumes and cover letters based on occupational choice;
- Reviews participant's employment goals and identifies potential employer connections for workplace experience placement;
- Supports participants and public works supervisors through onboarding process and provides coaching as needed;
- Facilitates the work experience evaluation process;
- Follows up with participants to confirm employment outcome;
- Market services to employers to increase awareness of project to increase project employer database and facilitate new work placement opportunities;
- and connects with local business community, professional associations, community groups, etc.

Qualifications and Requirements:

- bachelor's degree in a related discipline and minimum 2 - 3 years' experience in placement support and job coaching; OR equivalent combination of education and experience;

- coaching or supervisory experience would be an asset;
- trades background considered an asset;
- knowledge of employment barriers, and experience working with immigrant and high needs participants;
- ability to provide employment counseling to diverse socioeconomic client populations;
- strong knowledge of business structures and issues faced by construction industry employers;
- proven experience developing productive, professional relationships with participants and employers;
- demonstrated experience marketing services to employers to garner labour market information, generate job leads, and create work experience placements;
- ability to assist participants with resume & cover letter development and job search;
- willingness to work weekends and evenings, as needed;
- knowledge of current local and regional economic conditions and LMI;
- Certified Career Development Practitioner designation / training is a definite asset;
- and red seal experience in construction trades is an asset.

How to Apply: Please submit a resume and cover letter, stating salary expectation to career@pics.bc.ca. Please use the 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.)