



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PTCS)

Job Title: Job Developer and Work Experience Coach
Program: Immigrant Greenhouse Technician Social Innovation & Training Project –PBLMT
Hours of Work: 35 hours/week
Start Date: August 31, 2020 (tentative)
Location: PTCS Surrey Head Office

JOB SUMMARY: Under the general supervision of the PBLMT – Project manager and the Director of Employment Programs & Planning, the Job Developer is responsible for working closely with job seekers/program participants to support them in securing employment and retaining employment and connecting them with employers. Working with job seekers/program participants and their established goals, the Job Developer will ensure that a targeted number of job seekers/program participants secure employment per each cohort and will work toward marketing to a targeted number of new employers per month (as directed). Additionally, the Job Developer will be working with job seekers/program participants to ensure short and long term job sustainment goals are met.

RESPONSIBILITIES

- Working with job seekers/program participants to determine their individual needs and skills to market to employers in the labour market
- Collaborating with Program staff and WorkBC Case Managers to ensure job seekers/program participants employment goals are in line with signed action plan
- Conducting and managing schedule of one-to-one job development meetings
- Developing employment opportunities for candidates by maximizing, implementing and maintaining a sound marketing strategy. (Including: candidate matching, effective customer service and follow up activities), facilitating employment interviews and coaching participants in job interviews strategies
- Direct marketing to employers to promote specific candidate skill sets, marketing the right skills to the right job leads
- Facilitating Job search – interview technique - Work Experience Placements
- Maintain a rapport with job seekers/program participants pre/post job placement to ensure candidates receive appropriate support to maintain employment
- Assisting in maintaining the online job board and sending job leads to candidates
- Managing internal applicant tracking system: consisting of employer contact details, tracking and document day to day job seekers/program participants activities, and regularly update Project Manager on candidate activity
- Maintaining accurate job seekers/program participants notes and records as per policy and QA guidelines
- Liaising with employers to organize targeted hiring events and connect them with other services
- Act as a champion of the program, promoting our services throughout community and networking events
- Working collaboratively to assist with outcomes of PBLMT team
- Strategize with leadership to continually improve processes and increase employment statistics

QUALIFICATIONS:

- 2 years' job development, career coaching, or Employment Counselling experience in a related setting
- Demonstrated ability to build lasting professional relationships with job seekers/program participants and employers
- Experience writing job seekers/program participants notes and keeping accurate files and records
- Familiarity with the WorkBC model is an asset
- Excellent verbal/written communication and interpersonal skills
- A demonstrated positive attitude towards change
- Related post-secondary degree or diploma, or equivalent combination of education and experience
- Adhere to onsite Health and Safety Procedures
- Access to reliable transportation and the ability to travel throughout the city
- Must be available normal working hours Monday – Friday with the ability to work the occasional evenings and weekends
- A valid criminal record check (including working with vulnerable populations) is required

How to Apply: Please submit a resume and cover letter to PICS HR Department at career@pics.bc.ca Please use "Job Developer - PBLMT" 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.)

*******THIS POSITION IS SUBJECT TO FINAL APPROVAL WITH THE MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION*******