



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

JOB SUMMARY: Under the general supervision of the PBLMT –Manager and the Director of Employment Programs & Planning, the Project Manager will oversee all aspects of project delivery including the management of the project with employers, community stakeholders, KPU and EPBC Service Providers to support the participants; carrying out the agreed activities, work experience placement, budget management of the project, managing staffing; maintaining statistics and reports; and ensuring effective communication with the Ministry.

RESPONSIBILITIES:

- Recruit, screen and assess participants for program suitability and eligibility
- Monitor progress, document, prepare reports for management and funders
- Assist and follow-up with clients in the administration of the financial supports component of the program (including training allowances and other program supports payments)
- Plan and implement marketing and promotional activities to meet the program intake and outcome targets
- Liaise with Internal / External Service Providers, Employers, Stake Holders as required
- Collaborate with the team to ensure job shadowing / placement services delivered to program participants
- Ensure effective communication with staff and clients
- Perform other job-related duties as assigned from time to time
- 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:

- 3-5 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
- CDP designation 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 “Program Coordinator - 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*******