



Progressive Intercultural Community Services (PICS) Society

Position: Migrant Workers Program Coordinator
Location: Surrey (Head Office)
Hours: 35 hours a week
Term: Temporary: 26 weeks, September 2020 to February 2021

Purpose: To meet specific needs of migrant workers as a result of the COVID-19 crisis and to enhance capacity to educate and support migrant workers, employers and resource agencies serving within the province of BC.

Key Duties and Responsibilities:

- Supports migrant workers during emergency situations both COVID and non-COVID related;
- Increases migrant workers' awareness and understanding of their rights and responsibilities through educational activities and /or existing educational material;
- Empowers migrant workers to exercise their rights by providing or assisting in accessing services available to them;
- Fosters inclusion and welcoming of migrant workers through social, cultural and/or sporting events;
- Assist employers in supporting migrant workers they hire (e.g. provide interpretation services, deliver workshops at the workplace, etc.);
- Increases employers' awareness and understanding of the needs, challenges and issues faced by migrant workers and their responsibilities (and of their staff) as per program requirements and conditions;
- Works with support worker to organize events and workshops;
- Writes quarterly and final reports to the funder;
- Writes monthly reports for Program Director on outcomes achieved during that period;
- Coordinates all activities and events between migrant workers, employers and program manager/director;
- Performs other duties as required to achieve the program outcomes.

Education and Experience:

- Undergraduate Degree in Social Work, Psychology, Sociology, or related concentration (or suitable combination of education and experience);
- At least one year experience working with immigrants, newcomers and temporary foreign workers;
- Experience holding workshops/events in-person and virtually.

Knowledge, Skills, and Abilities:

- Knowledge of community organizations, community resources, employers and businesses that hire foreign workers;
- Knowledge of different ethnic backgrounds of migrant workers and knowledge of their cultures and traditions;
- Knowledge of holding community events and workshops in-person and virtually;
- Proficient in social media links and advanced computer skills;
- flexible (2-3 events may run in the evenings and /or weekends);
- Very organized and punctual;
- Good communication skills;
- Community involvement required;
- Be able to work independently and in team.

Other Attributes and Requirements:

- Ability to work a flexible schedule;
- Valid driver's license and own reliable vehicle insured for business use and \$2 million liability;
- Clean Criminal Record Check (Vulnerable Sector).

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.)