



Job Title: Participant Coordinator - ECE PBLMT

Start date: October 26, 2020 (Tentative)

Location: Surrey

Hours: 35 hours a week

The Participant Coordinator will engage in the entire participant recruiting process including liaising with WorkBC staff and Sprott Shaw Community College staff, also will provide participants with mentorship during training to ensure a solid grasp of the curriculum, address any language barriers or learning issues to support participants being successful in the project. S/he is responsible for networking with supervisors to support the placement of job-ready clients in work placements that best suit client needs, abilities and employment goals. S/he will support participants in a successful transition from unemployment to full time employment and/or improved employability.

Duties and Responsibilities:

- Recruit qualified candidates that meet all participant project requirements as well as program entrance requirements
- To provide each participant with ongoing Training/ Work Experience Coaching
- Provide 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
- Review participant's employment goals and identify potential employer connections for workplace experience placement
- Support participants and Host Practicum supervisors through onboarding process and provide coaching as needed
- Facilitate work experience evaluation process and support negotiation of employment offers
- Follow up with clients to confirm employment outcome Public Relations and Marketing
- Liaise with local WorkBC staff, Sprott Shaw Community College staff, work experience host organization staff and employers.

Qualifications and Experience:

- Bachelor's Degree in a related area
- Minimum 2 - 3 years experience, specifically in work experience placement support and job coaching working with immigrant clients
- Coaching or supervisory experience would be an asset
- Knowledge of employment barriers, and experience working with immigrant clients
- Ability to provide employment counseling to diverse socioeconomic client populations
- Strong knowledge of business structures and recruitment issues faced by organizations
- Proven experience developing productive, professional relationships with clients and employers
- Demonstrated experience marketing services to employers to garner labour market information, generate job leads, and create work experience placements
- Ability to assist clients 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

How to Apply: Please submit a resume and cover letter, stating salary expectations, to PICS HR Department at 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.)

******This position is subject to final approval by the Ministry of Social Development and Poverty Reduction*