



**Position(s):** Job Developer/Facilitator (STER)  
**Location:** PICS Surrey Head Office  
**Hours:** 35 hours per week  
**Program:** Skills Training for Economic Recovery (STER)

**Position:**

The Job Developer/Facilitator will engage in the entire selection process including liaising with the Post-Secondary institution (contract holder) and other service providers such as WorkBC Centres. They will also 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:**

- seeks qualified candidates that meet all participant project requirements as well as program entrance requirements;
- provides each participant with ongoing training/ work experience coaching;
- provides 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;
- reviews participant's employment goals and identifies potential connections for workplace experience placement;
- supports participants and host practicum supervisors through onboarding process and provides coaching as needed;
- facilitates work experience evaluation process;
- follows up with participants to confirm employment outcome; and
- liaises with post-secondary institution, employers and service providers.

**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

- clean criminal record (vulnerable sector)

**How to Apply:** Please submit a resume and cover letter, stating salary expectations, to PICS HR Department at [career@pics.bc.ca](mailto: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.)

\*\*\*\*\*These positions are subject to final approval by the Ministry\*\*\*\*\*