



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Job Title: Employer Relations Specialist (Employment Counselor)
Location: Surrey and Vancouver
Hours: 35 hours/per week
Start Date: ASAP

PICS is seeking a results-oriented, multi-skilled professional with excellent communication skills to build and maintain relationships with employers, staff, and clients.

Job Summary:

Under the general supervision of the Program Manager, the Employer Relations Specialist is responsible for:

- initiating and maintaining relationships with organizations (work experience), partners, and colleges;
- organizing job fairs; and
- working closely with employment program staff members.

Education, Knowledge, and Experience:

- university degree, college diploma, or training certificate in adult education, employment counselling and job development, and/or appropriate combination of training and experience;
- experience working in a team of diverse staff; including interviewing, training, supervising performance and implementing change as required;
- Career Development Practitioner certification is an asset;
- experience planning and marketing events and job fairs;
- extensive knowledge of employment programs and services, local labour market conditions;
- experience using standard office equipment and Microsoft office; and
- experience working with wide range of groups of clients and vulnerable communities.

Skills and Abilities:

- excellent interpersonal, cross-cultural, written, and verbal communication skills;
- strong problem-solving, team building and collaboration skills, and able to exercise good judgement;
- comfortable engaging with employers and other stakeholders;
- flexible, adaptable and multitasker, able to work on different projects efficiently;
- able to adjust approach in order to meet goals of the annual business plan in respect to employer outreach;
- software/ it background and/or experience using database; and
- strong organizational skills to fulfill administrative duties.

Other Requirements:

- valid Drivers' license and access to suitable vehicle and
- negative Criminal Record check (vulnerable sectors).

How to Apply: Please submit a resume and cover letter stating salary expectation to PICS HR Department at career@pics.bc.ca. Please use the job title as the email subject.

Successful applicants are required to be fully vaccinated against COVID-19, exemption requests must be supported by valid, legal documents.

(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.)