



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Job Title: Program Coordinator
Location: Surrey
Hours: 35 hours/per week

Job Summary: The Project Coordinator is primarily responsible for project planning and service delivery. The Project Coordinator provides leadership to the project team, while liaising with government and municipality representatives, post-secondary educational institutions, regulatory body, employers, etc.

Supervisor: Program Manager

Key duties and responsibilities:

Project Coordination:

- liaises with government and municipality representatives, post-secondary educational institutions;
- regulatory body, employers, project staff, etc. to coordinate activities related to the delivery of various project components;
- coordinates project activities including marketing, applicant recruitment and selection;
- supports development of workshop curriculum and project activities schedule;
- supports coordination of guest speakers, classroom activities, work experience placements as needed;
- contributes to a supportive team environment in service delivery and project evaluation;
- supports one-to-one sessions with clients and/or group dynamics management;
- networks with community stakeholders to facilitate client interventions including life/employability skills and supported work experience placements;
- provides mentorship to staff when assessing client needs with emphasis on addressing immigrant needs and/or barriers to employment; and
- markets project within community and meet with potential employers to arrange work experiences.

Administrative Responsibilities:

- supervises recruitment and selection process ensuring eligibility criteria has been met, appropriate referrals provided and relevant documentation completed;
- compiles participant information, demographic information and statistical data to funder;
- keeps detailed case notes of participant issues as communicated by project staff;
- confirms and approve participant and staff payroll for submission;
- monitors monthly budget, transportation and participant supplies;
- processes and submits vendor invoices for processing;

- tracks, monitors and reports on participant progress; and
- completes funder monthly activity reports, recording client progression through project components and summarize project outcomes;

Knowledge and Experience

- completed degree or diploma in related discipline supplemented by three to four years' experience in employment services; OR equivalent combination of education and experience;
- management and supervisory training / certification;
- managing budgets over \$500,000 dollars, experience working with funding disbursement;
- networking with employers, post-secondary education and training institutions; and
- Certified Career Development Practitioner (CCDP) is a definite asset.

Skills and Abilities:

- excellent oral, written, facilitation and interpersonal and communication skills;
- demonstrated time management skills;
- ability to work effectively with program staff, volunteers and non-profit or publicly funded groups, agencies and organizations;
- comprehensive report writing skills;
- ability to function independently;
- strong computer skills;
- able to established relationships/connections with various businesses/employers in the community;
- effective English communication skills;
- strong attention to detail;
- positive attitude; and
- strong critical thinking skills.

How to Apply: Please submit a resume and cover letter, stating salary expectation, to PICS HR Department at career@pics.bc.ca.

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.)