



## Job Posting

**Job Title:** Project Assistant (Employment Coaching and Training Centre)  
**Location:** Surrey Head Office  
**Hours:** 35 hours per week  
**Project:** PICS ETC

**Job Summary:** Located at PICS' Surrey head office, the ETC Project provides skills development, upgrading, and employability readiness related counselling and training. The Project Assistant will assist the Project Coordinator and will provide support for the overall delivery of project objectives.

### Key duties and Responsibilities Job Summary:

- sends emails to WorkBCs, & other service providers to promote training courses;
- registers participants over the phone, emails and in-person;
- support participant processing;
- organizes training room and training courses material;
- maintains training records;
- identifies job coaching/mentoring needs and coordinates with mentor services as required;
- conducts one-on-one employment counseling;
- supports clients in the development of effective resumes, networking, accessing the hidden job market and other job search activities;
- communicates with WorkBCs & other service providers to answer queries regarding project objectives;
- communicates with trainers to prepare quarterly schedules;
- informs WorkBC/Case Manager about participant's attendance and other issues;
- obtains and collects feedback from participants;
- obtains, records and submits reports and time sheets; and
- prepares monthly financial and operational report.

### Education and Experience

- completed degree or diploma in a related discipline supplemented by similar work OR an equivalent combination of education and experience;
- experience in training, employment counselling, non-profit project coordination, or HR is a definite asset; and
- experience in coordinating workshops, collecting and recording data, and creating and updating reports.

- **Knowledge, Skills and Abilities:**

- good presentation and communication skills;
- ability to write articulately;
- proficient in the use of the Microsoft Office Suite (Excel, Word, PowerPoint, Outlook) and social media;
- experience working effectively with individuals from diverse backgrounds;
- excellent English communication skills; and
- fluency in a second language (Punjabi, Hindi, Urdu, etc.) is an asset.

**Other Requirements:**

- flexibility in working hours (based on the schedule of different training courses);
- valid Drivers' license and access to suitable vehicle is preferred; and
- clean Criminal Record check.

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