



Job Posting

Job Title: Program Assistant (non-profit programs)
Location: Surrey Head Office
Hours: 35 hours per week

Job Summary: The Program Assistant will assist the Better at Home program and the I M Change program with participant outreach and volunteer coordination. They will provide support for the overall delivery of program objectives.

Key duties and Responsibilities

Better At Home Program

- coordinates with Better at Home employees to assess project needs;
- collects volunteer information, availability, skills, and maintains an up-to-date database;
- keeps new and existing volunteers informed about the B@H program and volunteer opportunities;
- assists in volunteer training process;
- participates in outreach activities individually and as conducted jointly by staff;
- provides information to community agencies, and organizations to promote the program;
- monitors and directs the activities of volunteers;
- keeps schedules and records of volunteers' work; and
- perform other job-related duties as assigned from time to time.

I M Change Program

- organizes and conducts focus groups, conducts comprehensive assessments, and one-on-one case; management to assess needs of services in the community;
- identifies isolated and at-risk seniors and completes needs assessments;
- plans and organizes outreach programs and activities;
- work with other staff members/volunteers to ensure the effectiveness of the PICS's outreach programs;
- becomes acquainted with existing community resources and services for diverse groups;
- promotes services to the community, including cultural communities, and respond to service needs of seniors from various groups;
- facilitates outreach partnerships throughout the community;
- maintains accurate current records of all outreach clients, referrals, and contacts;
- collects data as necessary for outcome measures;
- helps in organizing community events; and
- perform other job-related duties as assigned from time to time.

Education and Experience

- completed degree or diploma in Public Health, Social Work, or related discipline supplemented by experience assisting with community based programs; OR equivalent combination of education and experience;
- experienced in facilitating and delivering community programs;
- experienced and competent in networking and building relationships with various stakeholders;
- experienced in handling a volunteer program and volunteer management in a not for profit setting is an asset; and
- experienced working in a not for profit organization is a definite asset.

Knowledge, Skills and Abilities:

- proficient in the use of the Microsoft Office Suite and social media;
- has excellent verbal and written communication skills;
- has good presentation and communication skills;
- displays leadership skills; and
- is creative and shows initiative.

Other Requirements:

- 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 PICS HR Department at 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.)