



**PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)**

**Position:** Administrative and Financial Assistant  
**Project:** Foreign Credential Recognition Loans Project (THE FCR)  
**Hours of Work:** 35 hours per week  
**Reports to:** Program Manager  
**Location:** PICS Head Office (Surrey, BC)

**Job Summary:** The Progressive Intercultural Community Services Society (PICS)'s Foreign Credential Recognition Loans Project ( FCR) has been specifically designed to address particular barriers to employment faced by skilled newcomer professionals, by offering career and financial counselling and support services to achieve the following objectives:

- Contribute to developing fair, transparent, consistent, and timely foreign credential assessment and recognition capacity
- Develop and strengthen Canada's foreign credential assessment and recognition capacity
- Contribute to improving Labour market integration outcomes of internationally trained individuals in targeted occupations and sectors

The Administrative and Financial Assistant will provide support to Program staff in the delivery of the project and assist participants to achieve their goals.

**Duties and Responsibilities:**

- Keeps track of client's repayment schedule
- Monitors client payments, performance, regular follow-up with clients to monitor their progress and provide further assistance as required
- Liaising with our partners in this project
- Network with Vancity Credit Union in securing loans for the clients
- Follows up closely with clients who have difficulty with repayment and assists clients to develop a realistic repayment schedule if required
- Type, edit, correct and make changes to program documents for clients and update these in the client files
- Make photocopies of handouts, forms, and client documents as needed
- Maintain general office area and equipment
- Maintain electronic filing systems; set up, maintain and update files and related documents for the participants on a regular basis
- Compile statistics and prepare project participation and follow up reports
- Make follow-up telephone calls to confirm participation of clients and employment status of clients
- Create, update and maintain inventory of flyers, brochures, posters etc.
- Monitor and keep inventory of supplies and materials - prepare supply orders for the program

- and obtain approval
- Provide internet and email orientation to clients to enable them to access job leads and apply on-line over the Internet
- Design and create artwork for promotional materials and advertisements
- Update information on PICS website and social media to promote the project
- Participate in program promotional activities conducted jointly by Program staff
- Assist in tracking funding and budget allocations
- Monitor and track the attendance of participants during the project
- Prepare invoicing for remittance of THE FCR
- Perform other job-related duties as assigned from time to time

**Qualifications/Experience Requirement:**

- Completion of a Bachelor's Degree in Business/ Social Work and/or a related discipline and/or the equivalent of education, training, experience and certification.
- Minimum 1 year of experience in providing admin support to a program designed for immigrants
- Minimum 1 year of experience in employment services
- Experience in conducting financial needs assessment
- Experience working with internationally trained professionals
- Certified Career Development Practitioner (CCDP) designation is desirable

**Job Skills and Abilities**

- Fluent in English; second language preferred
- Strong knowledge of local labour market information and methods to maintain current understanding of local influences and regional trends
- Strong ability to work with minimum supervision
- Strong analytical skills coupled with high degree of accuracy
- Excellent verbal and written communications skills
- Excellent interpersonal skills and the ability to communicate effectively with clients and the public including potential employers and other service providers
- Competent to accomplish tasks with deadlines & handle stress and pressure
- Willing to take initiative, action & results-oriented, flexible and dedicated to quality work
- Proficient in the use of the Microsoft Office Suite and Social Media - Twitter, Facebook, LinkedIn, WhatsApp, website etc.

**Additional Information**

- Reliable vehicle insured for business use with \$2 million liability and clean drivers abstract.
- Clean Criminal Record Check (Vulnerable Sector).

**How to Apply:** Please submit a resume and cover letter stating salary expectation to [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.)*