



**Position:** Program Administrative Assistant  
**Project:** Intercultural Youth Micro-Grants Service Corps (IYMSCorps)  
**Hours of work:** 35 hours per week  
**Location:** PICS Head Office

**Project Summary:** IYMSCorps is a community needs-driven, skills enhancement, and volunteering program to help Canadians located in British Columbia, aged 15 to 29 years, to gain valuable foundational and transferable skills through designing youth-led and youth-driven community-based projects, to find sustainable and innovative solutions to address emerging community needs not limited to the identified five service themes: Reconciliation, Building an Inclusive Canada, Environment, Promoting Civic and Democratic Engagement and Innovation.

#### **Duties and Responsibilities:**

- assist in the day to day delivery of the project, including coordinating workshops, speakers, and training curriculum for participants;
- type, edit, correct and make changes to all job search documents for clients and update these in the client files;
- make photocopies of classroom handouts, forms, and client documents as needed;
- maintain general office area and equipment as well as classroom / client area;
- maintain 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, and 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 and volunteer 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; and
- perform other job-related duties as assigned.

#### **Qualifications & Experience**

- experience (1 – 2 years) in providing support to job search programs for youth or immigrants;
- completion of a degree or diploma in Business, Social Work or a related discipline; or the equivalent of education, training, experience and certification;

- Career Development Practitioner Certificate or enrolled in a Career Development Practitioner program is an asset;
- excellent administrative and organizational skills;
- excellent verbal and written communication skills in English;
- Proficient in the use of the Microsoft Office Suite;
- Proficient in use of Social media as a marketing and promotional tool;
- excellent Graphic design skills is an asset;
- experience in designing marketing materials including on-line, print, radio and TV;
- fluency in a second language (French, Spanish, Cantonese, Tagalog, etc.) is a definite asset;
- able to work flexible hours (some evenings and weekends may be required to meet the operational needs of the project);
- valid BC drivers' licence and reliable vehicle insured for business use with \$2 million liability and clean drivers abstract; and
- clean Criminal Record Check (Vulnerable Sector).

**How to Apply:** Please submit a resume and cover letter, stating salary expectation, to PICS HR Department at [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.)*

**\*\*\*\*\*This position is subject to final approval by the Ministry\*\*\*\*\***