



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES (PICS) SOCIETY

Job Title:	Employment Specialist
Hours of Work:	35 hours per week
Reports to:	Manager
Location:	PICS Head Office (Surrey, BC)
Wage:	\$27 -\$29

Job Summary: Under the direction of the Director of Language, Settlement & Social Programs, the employment specialist provides immigrant and refugee newcomers with information and employment counseling within Canada and BC society and systems, guidance and support, organizes, plans and implements workshops, group orientations, and information sessions on employment-related issues to new immigrants.

Key Duties and Responsibilities:

- adheres to policies and standards as established by PICS Policy and Procedure Manual, PICS Health and Safety Guidelines;
- works with the Manager to develop and refine program goals and objectives aligned with the organization's mission;
- reviews every client's resume to make sure they meet the Canadian standards;
- reviews detailed career action/credential plans for professional immigrants to understand their employment goals;
- develops a detailed work experience/mentorship/ volunteer plan for professionals;
- conducts workshops on workplace communication, indigenous awareness, etc;
- provides information regarding NOC to clients so they can see what duties are expected in the Canadian workforce;
- collects labour market information for clients regarding job openings and also coordinates with labour market workshop schedules;
- coordinates with mentoring partners to provide mentorship to clients based on their needs;
- attends all job fairs for job recruitment, develops job leads, and introduces clients to the potential employer;
- creates networking opportunities by building connections and identifying work placement;
- creates openings for clients based on their skills and abilities;
- communicates with the program manager to update on project progress and evaluate results,
- records activities, and submits reports to the Program Manager;
- meets clients to provide ongoing support and prepares them for job readiness activities;
- conducts job readiness workshops on building professional LinkedIn, interview skills, and mock interviews;

- participates in marketing, outreach, and promotional activities for the program; and
- performs other program-related duties as assigned from time to time.

Skills and Abilities:

- fluent in English; fluency in a second language (Punjabi, Hindi, Urdu, Tagalog, Cantonese, or Mandarin) is an asset;
- strong knowledge of local labour market information and methods to maintain a current understanding of local influences and regional trends;
- strong analytical skills coupled with a high degree of accuracy;
- possesses established connections within the community and with employers;
- excellent verbal and written communication skills;
- strong ability to work with minimal supervision;
- 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, and action & results-oriented, flexible, and dedicated to quality work; and
- proficient in the use of the Microsoft Office Suite and Social Media - Twitter, Facebook, LinkedIn, WhatsApp, website, etc.

Education and Experience:

- bachelor's degree/diploma in a related field or equivalent work experience;
- career guidance and counseling knowledge;
- knowledge or experience in community-based, employment services preferred; and
- minimum 1 year of Employment Counselling Experience.

Additional Information:

- valid driver's license and access to a suitable vehicle is required; and
- clean Criminal Record Check (Vulnerable Sector)

How to Apply: Please submit a resume and cover letter stating salary expectations to 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.)