

Position: Program Coordinator

Project: Intercultural Youth Micro-Grants Service Corps (IYMSCorps)

Hours of Work: 35 hours per week (Temporary until March 31st 2025)

Location: PICS Head Office

Wage: \$27 - \$30 per hour

Project Summary:

IYMSCorps is a transformative program aimed at empowering youth aged 15 to 29 in British Columbia through community-driven projects. Participants gain valuable skills and experiences by leading initiatives that address emerging community needs in areas such as Reconciliation, Building an Inclusive Canada, Environment, Promoting Civic and Democratic Engagement, and Innovation.

Duties and Responsibilities:

- Assist in coordinating the delivery of the IYMSCorps program within the scope of the project plan.
- Support the recruitment, screening, and onboarding of participants, ensuring alignment with program criteria.
- Provide guidance and mentorship to participants throughout their involvement in the program.
- Assist in the organization of workshops, training sessions, and community events.
- Monitor and support participants in the development and implementation of their micro-grants projects.
- Act as a liaison between participants and stakeholders, fostering strong community relationships.
- Maintain accurate records and documentation for program activities and outcomes.
- Assist in preparing reports for funders and management, ensuring timely and accurate submissions.
- Coordinate marketing and outreach efforts, including the creation and distribution of promotional materials.
- Help participants identify community needs and develop innovative project proposals.
- Provide logistical support for events, including volunteer coordination and event-day operations.
- Conduct follow-ups with participants and stakeholders to assess program impact and gather feedback.
- Support the program's evaluation processes, ensuring continuous improvement.
- Perform other program-related duties as required.

Qualifications & Experience:

- Minimum 3 years of experience in coordinating or delivering community engagement programs or youth initiatives.
- Bachelor's Degree in Social Work, Community Development, Business, or a related field, or equivalent education and experience.
- Strong organizational and multitasking skills, with attention to detail.
- Experience working with youth and diverse community groups.
- Excellent verbal and written communication skills in English; fluency in a second language is an asset.

- Proficiency in Microsoft Office Suite and familiarity with social media platforms.
- Ability to foster positive relationships with participants, stakeholders, and community partners.
- Knowledge of local labor market trends and emerging community needs.
- Availability to work flexible hours, including some evenings and weekends, as needed.

Additional Requirements:

- A Class 5 driver's license and access to a reliable vehicle are assets.
- Clean Criminal Record Check (Vulnerable Sector).

How to Apply:

Please submit a resume and cover letter, including salary expectations, to the PICS HR Department at career@pics.bc.ca. Please use the job title as the subject line of your email.

(PICS is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted. No phone calls, please.)