

Position: Project Assistant

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: \$23 - \$25 per hour

Project Summary:

IYMSCorps is an innovative program designed to empower youth aged 15 to 29 across British Columbia through community-driven initiatives. The program equips participants with skills and experiences by supporting youth-led projects 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:

- Provide administrative support to the IYMSCorps program team, including maintaining program records and documentation.
- Assist in the preparation and distribution of promotional materials for outreach and engagement.
- Support participant recruitment, including scheduling interviews and maintaining application records.
- Coordinate logistics for workshops, training sessions, and community events.
- Assist in tracking participant progress and ensuring timely follow-ups.
- Support the collection of data for program evaluation and reporting purposes.
- Maintain effective communication with participants, stakeholders, and community partners.
- Provide general support to ensure the smooth operation of day-to-day program activities.
- Help organize participant recognition events, including graduations and celebrations.
- Prepare and organize materials for program sessions and meetings.
- Respond to inquiries from participants and the public regarding program details.
- Perform other duties as assigned by the program team.

Qualifications & Experience:

- Minimum 1-2 years of experience in an administrative or program support role.
- Completion of a diploma or certificate in administration, community development, or a related field; or equivalent education and experience.
- Strong organizational skills with the ability to prioritize tasks effectively.
- Proficiency in Microsoft Office Suite and familiarity with online communication tools.
- Excellent verbal and written communication skills in English; fluency in a second language is an asset.
- Experience working with youth or diverse community groups is preferred.
- Attention to detail and ability to maintain accurate records.
- Ability to work independently and as part of a team.
- Availability to work occasional evenings or weekends as required.

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.)