

Position: Program Manager

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

Hours of Work: 35 hours per week

Location: PICS Head Office

Wage: \$32 - \$34 per hour

Project Summary:

IYMSCorps is a dynamic, community-focused initiative designed to enhance skills, foster volunteering, and empower individuals aged 15 to 29 in British Columbia. Through youth-led, community-based projects, IYMSCorps participants will develop transferable skills and find innovative solutions to address emerging community needs in areas such as Reconciliation, Building an Inclusive Canada, Environment, Promoting Civic and Democratic Engagement, and Innovation.

Duties and Responsibilities:

- Manage the overall delivery and administration of the IYMSCorps program within the delegated authority.
- Supervise program staff, including recruitment, training, and performance evaluations.
- Oversee program planning, implementation, and evaluation to ensure alignment with project objectives.
- Network with professionals, stakeholders, and service providers to build partnerships and enhance program outcomes.
- Coordinate and execute marketing and promotional activities, including online and offline engagement strategies.
- Develop and monitor program budgets, ensuring effective utilization of resources.
- Prepare comprehensive reports for funders and management, ensuring all project documentation is accurate and up to date.
- Lead the recruitment, screening, and selection of participants for program eligibility and suitability.
- Guide participants through mentorship, workshops, and community engagement initiatives.
- Support youth participants in developing and presenting grant proposals for community projects.
- Monitor participant progress throughout the program and oversee the implementation of their micro-grants projects.
- Foster youth leadership and civic engagement by developing community engagement ambassadors.
- Ensure compliance with program guidelines, labor market trends, and best practices in community engagement.
- Coordinate special events, including participant graduation ceremonies and community showcase events.

- Act as a liaison between participants, partner organizations, and community stakeholders.
- Perform other program-related duties as required.

Qualifications & Experience:

- Minimum 5 years of experience in managing or coordinating government-funded programs or community development projects.
- Bachelor's Degree in Business, Social Work, Community Development, or a related discipline, or equivalent education, training, and experience.
- Proven leadership skills with a track record of managing teams and driving program success.
- Strong knowledge of community engagement, youth development, and program evaluation methodologies.
- Experience with budget management and report writing.
- Demonstrated ability to build and maintain relationships with a variety of stakeholders.
- Excellent verbal and written communication skills in English; fluency in a second language is an asset.
- Proficiency in Microsoft Office Suite and social media platforms; digital marketing experience is an asset.
- Knowledge of local labor market trends and community needs in British Columbia.
- Ability to work flexible hours, including some evenings and 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.)