

Position: Youth Micro-Grants Advisor

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: \$24 - \$27 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:

- Coordinate the delivery of the IYMSCorps program within delegated authority.
- Recruit, screen, and assess youth participants for program suitability and eligibility.
- Provide mentorship to participants, tailoring guidance to their skills, interests, and barriers.
- Support youth in designing and executing micro-grant-funded community projects.
- Deliver workshops and training sessions on leadership, project management, and grant writing.
- Monitor and support participants throughout their project life cycle, offering regular feedback and evaluations.
- Foster community engagement and establish participants as youth ambassadors.
- Collaborate with local organizations and stakeholders to identify opportunities for community impact.
- Assist participants in preparing and presenting grant proposals.
- Conduct regular touchpoints with participants through email, telephone, and in-person meetings.
- Organize recognition events such as graduations and celebrations for program participants.
- Prepare reports and documentation for program funders and management.
- Promote program activities through social media, outreach, and community engagement.
- Perform other program-related duties as assigned.

Qualifications & Experience:

- Minimum 3 years of experience in program delivery or coordination, particularly in youth-focused or government-funded initiatives.
- Bachelor's Degree in Social Work, Community Development, or a related field, or equivalent education and experience.
- Strong mentorship and coaching skills with experience working with youth.
- Knowledge of grant writing, project management, and community development principles.
- Familiarity with social media and digital marketing strategies.
- Excellent organizational and communication skills.
- Proficiency in Microsoft Office Suite; experience with database systems is an asset.
- Ability to work effectively in a diverse and multicultural environment.
- Fluency in a second language (French, Spanish, Punjabi, etc.) is an asset.

- Availability to work occasional evenings or weekends as required.

Additional Requirements:

- 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.)