



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES (PICS) SOCIETY

Job Title: Employer Relations Specialist

Hours of Work: 35 hours per week

Type of employment Permanent, Full-time

Location: Surrey Payal Office

Wage: \$26 -\$28

Project Summary: Under the direction of the Program Coordinator and Manager the successful incumbent of this position is responsible for assisting with delivery of the Trade Starters Skills Training for Employment Program; including providing facilitation, job search assistance, counselling, coaching, mentoring, job development, and placement services to program clients; and preparing program reports for management and Funders.

Key Duties and Responsibilities:

- delivers Life Skills and Job Search skills workshops in group settings, including but not limited to: Time and Stress Management, Self Esteem Building, Goal Setting, Career Exploration, Resume and Cover Letter Writing, Employment References Preparation, Interview Techniques, Tapping the Hidden Job Market, Researching Information and Statistics, Job Maintenance, Communication, Problem Solving and Workplace Assertiveness, etc.;
- monitors and coach participants' attendance and progress in workshops; assist participants in networking with employers and monitor their progress;
- conducts appropriate assessment of participants' assets, barriers, skills, education, experience, motivation, and employment readiness by using relevant assessment tools;
- develops Action Plans with each participant to facilitate the ongoing management of participant's employment future;
- creates a training plan and arrange Short-Term Skills training for program participants;
- works with participants to determine their individual needs and skills to market to employers in the labor market;
- designs, prepare, and update job search material – manuals, forms, exercises, PowerPoint for workshops and handouts;
- search and send Job Lead to participants;
- provides Job Development and work placement, related coaching and support; develop and maintain a network of resources and employer/industry contacts in support of Job Development and Placement activities;
- assists participants in typing, editing, correcting and making changes to all job search documents and update these in the participants' files in the office;
- assists participants in the implementation of the financial support component of the program (including training allowances, and other program support payments);

- follow-ups with participants after they exit the program in order to ensure employment;
- connects participants with appropriate community resources;
- performs other job-related duties as assigned from time to time.

Education and Knowledge:

- Completed degree or diploma in Social Services or related discipline supplemented by two to three years' experience in a job developer and facilitator role; OR equivalent combination of education and experience
- Career Development Practitioner Certificate and designation is an asset
- Experience working in an environment with a young adult client group is an asset

Job Skills & Abilities:

- Able to established relationships/connections with various businesses/employers in the community
- Highly developed presentation / facilitation skills
- Ability to assist clients with typing, editing documents
- Excellent interpersonal skills and team building skills
- Fluency in English, effective verbal and listening communication skills
- Attention to detail
- Time management skills
- Excellent computer skills
- Positive attitude
- Critical thinking skills

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.)