



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES (PICS) SOCIETY

Job Title: Employment and Mentorship Coach

Hours of Work: 35 hours per week

Type of employment: Temporary (13 months)

Reports to: Program Manager

Location: PICS Surrey Office

Wage: \$24 -\$26

Project Summary: The Progressive Intercultural Community Services Society (PICS) Technology, Health and Education Sectors Foreign Credential Recognition Loans Project (THE FCR) has been specifically designed to address particular barriers to employment faced by internationally trained immigrants, by offering career and financial counselling and support services.

Key Duties and Responsibilities:

- reviews every client's resume to make sure they meet the Canadian standards;
- types, edits, corrects and make changes to the resumes;
- provides information the NOC so client can see what duties are expected in Canadian workforce;
- collects labor market information for clients regarding job opening;
- attends all job fairs for job recruitment;
- develops job leads and introduces clients to potential employer;
- creates connections and networking opportunities; locates work placement openings for clients based on their individual skills and abilities;
- creates direct mentorship opportunities to clients with networking;
- communicates with Program Coordinator to update on project progress and evaluates results, records activities and submits reports to Program Coordinator;
- provides on-going support for current and prospective clients;
- meets with clients to obtain information;
- engages in marketing, outreach, and promotional efforts to raise awareness of the program;
- lead workshops or group sessions to address common challenges faced by mentees;
- assists mentees in identifying and setting clear, achievable goals for their career and personal development;
- tracks and create detailed progress reports on the employment and mentorship process;
- conducts regular follow-ups with clients to ensure continued progress and support;
- completes other program-related tasks as assigned on an as-needed basis.

Education, Training and Experience:

- Bachelor Degree in a related discipline and/or equivalent combination of experience and education may be considered.
- Minimum 1 year of experience in employment services
- Minimum 1 year of resume writing experience
- Experience working with internationally trained professionals
- Certified Career Development Practitioner (CCDP) designation a definite asset

Job Skills & Abilities:

- fluent in English; fluency in a second language (Punjabi, Hindi, Urdu, Tagalog, Cantonese, or Mandarin) is an asset;
- strong analytical skills coupled with a high degree of accuracy;
- possesses established connections within the community and with employers;
- excellent verbal and written communications skills;
- strong ability to work with minimal supervision;
- excellent interpersonal skills and the ability to communicate effectively with clients and the public;
- competent to accomplish tasks with deadlines, handle stress and pressure;
- willing to take initiative;
- results-oriented, flexible and dedicated to quality work
- proficient in the use of the Microsoft Office Suite and Social Media.

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.)