



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Job Title: Job Developer (IYES program)
Location: Surrey Head Office
Hours: 35 hours/per week
Start Date: ASAP
End Date: March 31, 2026
Wage: \$25.00 -\$28.00

Job Summary: Under the direction of the Program Manager the successful incumbent of this position is responsible for assisting with delivery of the Intercultural Youth Employment Service (IYES Project).

Key duties and Responsibilities:

- deliver life skills and job search skills workshops in group settings, including but not limited to 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;
- recruit, screen, and assess participants for program suitability and eligibility;
- conducting appropriate assessment of participants' assets, barriers, skills, education, experience, motivation, and employment readiness by using relevant assessment tools;
- working with participants to determine their individual needs and skills to market to employers in the labour market;
- design, prepare, and update job search material manuals, forms, exercises, PowerPoint for workshops and handouts;
- provide 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;
- connect participants with appropriate community resources; and
- perform other job-related duties or community initiatives as assigned.

Education, Knowledge and Experience Requirements:

- 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;
- valid drivers' license and access to suitable vehicle is an asset; and
- criminal Record check is a must.

Skills and Abilities:

- able to established relationships/connections with various businesses/employers in the community understanding of cultural diversity and community environment;
- ability to work effectively with program staff, volunteers and non-profit or publicly funded groups, agencies and organizations;
- demonstrated understanding of multi-cultural issues and ability to work in a multicultural organization and community;
- comprehensive report writing skills;
- ability to work well with others and to motivate others; and
- ability to work independently.

How to Apply: Please submit a resume and cover letter stating salary expectation to PICS HR Department at 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.)