



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Job Title: Youth Program Coordinator (Youth Trade Builders)
Location: Surrey Head Office
Hours: 35 hours/per week
Start Date: April 1, 2025
End Date: March 31, 2026
Wage: \$28.00 - \$32.00

Job Summary: The Program Coordinator, under the Program Manager's direction, will oversee the daily operations of the programs. Responsibilities include coordinating activities, supporting program delivery, engaging participants, and collaborating with community partners to ensure smooth operations and goal achievement while meeting funding requirements. The role also involves handling program paperwork, preparing reports, and tracking outcomes. The ideal candidate will have experience working with at-risk youth, including those involved in gangs or facing other significant barriers.

Key duties and Responsibilities:

- coordinate the implementation of the Youth Trade Builders program, ensuring that activities align with program goals and objectives;
- support the facilitation of workshops and sessions related to job search skills, career development, and life skills training for at-risk youth;
- update workshop materials, including presentations, handouts, and exercises, to keep content relevant and engaging for participants;
- monitor the progress of participants, providing guidance and support to ensure they meet their employment goals;
- assist with the development and maintenance of participant records, including action plans and progress reports;
- collaborate with community partners, employers to create job opportunities for youth participants;
- completing program reports for management and funders, tracking key program outcomes and addressing funding requirements;
- ensure compliance with funding and program guidelines, and assist in reporting on program effectiveness and impact;
- manage logistical coordination for program activities, including scheduling workshops, events, and training sessions;
- provide administrative support, such as preparing materials, tracking attendance, and organizing participant files;
- assist with the planning and execution of initiatives that address the needs of at-risk youth, fostering their development and supporting their career journey;
- support the training and development of staff, ensuring team members are equipped to deliver effective services to participants;

- assist in conducting evidence-based career assessments for participants to identify their strengths, barriers, and career goals, and provide guidance based on the results;
- support the Program Manager in addressing any participant issues or challenges, ensuring appropriate interventions are implemented;
- step in for the Program Manager when needed to ensure smooth program operations and team support; and
- perform other job-related duties as assigned, including supporting broader PICS and community initiatives.

Education and Knowledge:

- degree in Social Services, Education, or a related field, or an 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:

- strong organizational, time management, and problem-solving skills;
- excellent communication, facilitation, and interpersonal abilities;
- experience working with at-risk youth in a trauma-informed and culturally sensitive manner;
- ability to coordinate program activities and update workshop materials;
- skilled in staff training and supporting professional development;
- proficient in Microsoft Office and case management systems;
- experience with evidence-based career assessments for youth career planning; and
- Initiative-driven, with a positive attitude and commitment to empowering youth.

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.)