



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Job Title: Administrative and Finance Specialist
Program: Intercultural Green Buildings and Retrofits Training Project
Location: PICS Office - Surrey
Hours: 35 hours per week
Start Date: As soon as possible
Wage: \$23.00 - \$25.00

Job Summary: Under the direction of the Manager of **Intercultural Green Buildings and Retrofits Training Project**, the Administrative and Finance Specialist will provide support to Program staff in the delivery of the project and assist participants to achieve their goals. It also includes preparing program reports for management and funders. This includes monitoring project needs, responding to inquiries, supporting the intake and selection process, liaising with programs, production of project marketing material, documentation, filing, budgeting & financial management, etc.

Duties and Responsibilities:

- manages day-to-day office tasks, including updating and maintaining project related files;
- acts as a primary liaison with all the supporting departments;
- provides administrative support to program staff and leadership, and ensure all reporting requirements are met;
- develops and maintains accurate and timely preparation of reports, presentations, and internal/external communication materials;
- assists in monitoring project activities and timelines to ensure timely completion of deliverables;
- supports the monthly budget reconciliation process and document project expense, client financial support and wage subsidy reports;
- prepares meeting rooms, classrooms, and office spaces for meetings, interviews, and workshops;
- designs and creates program promotional materials, such as pamphlets and advertisements;
- organizes project events and activities with creativity and innovation, planning alongside program staff;
- communicates with the Program Manager to update on project progress and evaluates results, records activities, and submits reports to the Program Manager;
- analyzes client's financial needs assessments, and other assessments as required;
- compiles statistics and prepare project participation and follow up reports;
- liaising with our partners in this project;
- maintains electronic filing systems; set up, maintain and update files and related documents for the participants on a regular basis

- makes follow-up telephone calls to confirm participation of clients and employment status of clients;
- monitors and keep inventory of supplies and materials - prepare supply orders for the program and obtain approval;
- participates in program promotional activities conducted jointly by Program staff;
- assists in tracking funding and budget allocations;
- monitors and tracks the attendance of participants during the project;
- communicates with the Program Manager to update on project progress and evaluates results, records activities, and submits reports to the Program Director/Manager; and
- performs other program-related duties as assigned by the Director from time to time.

Qualifications/Experience Requirement:

- completion of a Bachelor's Degree in Business/ Finance/ Social Work and/or a related discipline and/or the equivalent of education, training, experience and certification;
- minimum 2 years of experience in providing admin and financial support to a program designed for immigrants;
- minimum 1 year of experience in employment services;
- experience in conducting financial needs assessment;
- experience working with internationally trained professionals; and
- Certified Career Development Practitioner (CCDP) designation is desirable.

Knowledge, Skills and Abilities:

- fluent in English; second language preferred;
- strong knowledge of local labor market information and methods to maintain current understanding of local influences and regional trends;
- strong ability to work with minimum supervision;
- strong analytical skills coupled with high degree of accuracy;
- excellent verbal and written communications skills;
- excellent interpersonal skills and the ability to communicate effectively with clients and the public including potential employers and other service providers;
- competent to accomplish tasks with deadlines & handle stress and pressure;
- willing to take initiative, action & results-oriented, flexible and dedicated to quality work; and
- proficient in the use of the Microsoft Office Suite and Social Media - Twitter, Facebook, LinkedIn, WhatsApp, website etc.

Additional Information

- valid driver's license and access to suitable vehicle is an asset; and
- clean Criminal Record Check (Vulnerable Sector) is required.

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.)