



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Job Title: Employment Counselor/ Job Developer
Program: Intercultural Green Buildings and Retrofits Training Project
Location: PICS Office – Surrey
Hours: 35 hours per week
Start Date: As soon as possible
Wage: \$27.00 - \$29.00

Job Summary: Under the direction of the Manager of **Intercultural Green Buildings and Retrofits Training Project**, the Employment Counselor recruits eligible participants, assesses eligibility, conducts outreach, connects with employers for job placements, guidance and support, organizes, plans and implements workshops, group orientations, and information sessions on employment-related issues to new immigrant.

Key Duties and Responsibilities:

- collaborates with the Program Manager to develop, implement, and refine program goals and objectives aligned with the organization's mission;
- conducts detailed intake interviews to gather client employment history, educational background, and career goals;
- identifies barriers to employment and provides targeted support through job readiness skills training, job search strategies, resume and cover letter writing, LinkedIn development, and interview preparation;
- develops individualized career action plans including mentorship and work experience tailored to client needs;
- conducts job-readiness workshops on employment readiness topics like professional LinkedIn profile, interview skills, and mock interviews;
- collects and analyzes labor market information to inform clients about job openings, entry and skill requirements, and coordinates with job market workshop schedules;
- coordinates with mentoring partners and external agencies to facilitate mentorship and career support services;
- follows up on client's progress and motivate them to complete training;
- attends job fairs and recruitment events to build employer relationships, generate job leads, and introduce clients to potential employment opportunities;
- assesses client needs for additional services such as financial aid, training, or rehabilitation and provides referrals accordingly;

- maintains accurate records of client interactions, prepares reports, and updates the Program Manager on project progress and outcomes;
- participates in program marketing, outreach, and promotional activities to expand program visibility and community impact; and
- performs other program-related duties as assigned by the Director from time to time.

Knowledge, Skills and Abilities:

- fluent in English; fluency in a second language is an asset;
- strong knowledge of local labor market information and methods to maintain a current understanding of local influences and regional trends;
- strong analytical skills coupled with a high degree of accuracy;
- possesses established connections within the community and with employers;
- excellent verbal and written communication skills;
- strong ability to work with minimal supervision;
- 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, meet quotas, handle stress and pressure;
- willing to take initiative, and 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.

Other Requirements and Attributes:

- bachelor's degree/diploma in a related field or equivalent work experience;
- career guidance and counseling knowledge;
- knowledge or experience in community-based, employment services preferred; and
- minimum 2 years of Employment Counselling Experience.

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.)