



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Job Title: Program Administrative Assistant
Program: Immigrant Women Trades Apprenticeship (IWTA) Program
Location: Delta Office
Hours: 35 hours/per week
Reports to: Program Coordinator
Wage: \$23.00 - \$24.00
Start Date: July 31st, 2025
End Date: March 31st, 2026

Job Summary: The Program Administrative Assistant will assist the Program Coordinator and staff and will be responsible for supporting all program activities. This includes monitoring project needs, responding to inquiries, supporting the intake and selection process, liaising with project participants production of project marketing material, documentation, filing, budgeting & financial management, formatting resumes and cover letters for clients, etc.

Key duties and responsibilities:

- general office operations, updates record of participant files;
- replenishes and takes inventory of office supplies, flyers, brochures, posters, etc. - prepare supply orders for the program and obtain approval;
- meets regularly with project staff to assess project needs;
- maintains and processes support to participants and all reporting requirements;
- develops and maintains timely and accurate reports;
- maintains electronic filing systems; set up, maintain, and update files and related documents for the participants regularly;
- monitors and analyzes monthly financial results against budget and report variances;
- assists in tracking funding and budget allocations;
- develops and maintains financial accounting systems for cash management, accounts payable, accounts receivable and petty cash;
- accounts receivable/accounts payable responsibilities include ensuring all expenses have proper approvals, posting expenses to the accounting system, (etc.);
- responds to telephone, email, and in-person inquiries;
- tracks & maintains inquiry logs;
- prepares boardroom, classrooms, and office space for meetings and interviews;
- monitors and tracks the attendance of participants during the project;
- prepares intake forms ensuring participant documentation is accurate and complete;
- develops participant orientation packages; prepares client case files and maintains client database;
- supports monthly budget reconciliation process and documents project expense reports;
- designs and creates artwork for promotional materials and advertisements;
- updates information on the Career Paths website and social media to promote the project;
- participates in program promotional activities conducted jointly by Program staff; and
- performs other job-related duties as assigned from time to time.

Education, Knowledge, and Experience Requirements:

- completion of a Bachelor's Degree in Business/ Social Work and/or a related discipline and/or the equivalent of education, training, experience, and certification;
- minimum 1 year of experience in providing admin 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.

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 a high degree of accuracy;
- excellent verbal and written communication 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 the 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.

Other Requirements:

- valid driver's license and access to a suitable vehicle is an asset; and
- negative 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.)