



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Job Title: Job Developer
Program: Opportunities Fund
Location: Surrey Head Office
Hours: 35 hours per week
Reports to: Program Manager
Start Date: September 15, 2025
End Date: March 31, 2026
Wage: \$26.00 - \$28.00
Openings: 2 positions

Job Summary: Under the direction of the Program manager of Opportunities Fund Program, the Job Developer is responsible for assisting with the delivery of employment programs. This includes facilitation, job search assistance, counseling, coaching, mentoring, and job development services to program clients. It also includes preparing program reports for management and funders.

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 labor 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.

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, handle stress and pressure;
- willing to take initiative, and action & results-oriented, flexible, and dedicated to quality work; and
- career development practitioner certificate is an asset;
- able to establish 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.

Qualifications/Experience Requirement:

- related post-secondary degree or diploma, or equivalent combination of education and experience;
- 2 years' job development, career coaching, or placement experience in a related setting;
- demonstrates ability to build lasting professional relationships with clients and employers;
- knowledge of working in a fee for service model will be considered an asset;
- experience writing client notes and keeping accurate files and records; and
- completed degree or diploma in Social Services or related discipline supplemented by two years' experience in an Employment Counselor or Job developer role OR equivalent combination of education and 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.)