



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Job Title: Program Coordinator
Program: Northern BC Workforce Career Transition Training Project
Location: PICS Office – Prince George
Hours: 35 hours per week
Start Date: June 16th, 2025
End Date: March 12th, 2027
Wage: \$30.00 - \$32.00

Job Summary: Under the direction of the Director of **Northern BC Workforce Career Transition Training Project**, the Program Coordinator is responsible for managing the delivery of employment programs. This includes overseeing the planning, execution, and evaluation of the project designed to enhance employment outcomes and align with regional labor market needs.

Key duties and Responsibilities:

- manage the overall delivery and operations of the program, including career development and employment assistance;
- plan, administer, and control project budgets ensuring efficient use of resources and accountability of use of public funding;
- liaisons with employers to organize targeted hiring events and connect them with other services;
- lead, train, and support staff in delivering high-quality services to program participants;
- coordinate with the funder, community partners, employers to support clients in labor market integration;
- prepare reports and ensure program compliance with organizational policies and government regulations, and prepare regular progress reports;
- contribute to the strategic direction of the program by supporting planning and goal-setting activities;
- represent the program at various industry events, conferences, and networking opportunities, building relationships and raising awareness of the program's impact;
- supervise staff, foster a collaborative team environment, encouraging open communication, regular feedback, and strong teamwork to ensure the success of the program and its participants;
- coordinate with stakeholders to conduct meetings and focus groups, to create and revise the Community Workforce Development Plan;
- contribute to the growth and expansion of the program by identifying other sources of support; and partnerships to enhance the effectiveness of the program;
- develop and refine policies and procedures for improved program delivery and compliance; 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;
- proven leadership and team management skills, with a focus on program success.
- possesses established connections within the community and with employers;
- excellent verbal, written and interpersonal communication skills, to communicate effectively with clients and the public including potential employers and other service providers;
- skilled in analysis, decision-making, and accuracy in complex situations;
- knowledge of local labor market trends and community needs in British Columbia;
- 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.

Qualifications/Experience Requirement:

- bachelor's degree in Business, Social Work, Community Development, or a related discipline, or equivalent education, training, and experience;
- minimum 4 - 5 years of experience in managing or coordinating government-funded programs or community development projects; and
- experience maintaining client notes and keeping accurate files and records.

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.)