



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Job Title: Project Assistant
Program: Northern BC Workforce Career Transition Training Project
Location: PICS Office – Prince George
Hours: 35 hours per week
Start Date: As soon as possible
End Date: March 12th, 2027
Wage: \$23.00 - \$25.00

Job Summary: Under the direction of the **Manager** of **Northern BC Workforce Career Transition Training Project**, the Project Assistant is responsible for providing support to program staff in the delivery of the project and assist participants to achieve their goals and promoting the project through strategic marketing and community engagement.

Key duties and Responsibilities:

- maintains client details, performance, regular follow-up with clients to monitor their progress and provide further assistance as required;
- type, edit, correct and make changes to program documents for clients and update these in the client files;
- maintain general office area and equipment;
- maintain electronic filing systems; set up, maintain and update files and related documents for the participants on a regular basis;
- make follow-up telephone calls to confirm participation of clients and employment status of clients;
- create, update and maintain inventory of flyers, brochures, posters;
- monitor and keep inventory of supplies and materials - prepare supply orders for the program and obtain approval;
- design and create artwork for promotional materials and advertisements;
- update information on PICS website and social media to promote the project;
- develop and implement a marketing and outreach plan aligned with project goals and timelines;
- manage the project's digital presence (website updates, social media accounts);
- track outreach activities and provide regular reports on effectiveness and reach;
- captures high-quality photos at events, programs, and initiates to support Marketing and Communication Officer; and
- performs other program-related duties as assigned by the Director & Manager from time to time.

Knowledge, Skills and Abilities:

- fluent in English; fluency in a second language is an asset;
- strong analytical skills coupled with a high degree of accuracy;
- excellent verbal, written and interpersonal communication skills;
- willing to take initiative, and action & results-oriented, flexible, and dedicated to quality work;
- familiarity with database management systems is preferred;
- ability to work on a flexible schedule;
- ability to multitask, prioritize tasks, and take ownership of work; and
- ability to work effectively both independently and as part of a team.

Qualifications/Experience Requirement:

- bachelor's degree in a related discipline and/or an equivalent combination of experience and education may be considered;
- minimum 1 year of experience in employment services, career development strategies or a related field;
- proficiency in digital tools: WordPress, Microsoft office suite, Canva, LinkedIn;
- experience working with diverse populations, including skilled professionals and understanding of employment challenges; and
- proficiency in videography, video editing, website management, photography, content writing, social media management, anchoring, and graphic designing.

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.)