



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Position:	Administrative and Marketing Assistant
Project:	Foreign Credential Recognition Loans Project (FCR)
Hours of Work:	35 hours per week
Hourly Wage:	\$24.00 - \$30.00
Locations:	Surrey, BC

Job Summary: The Progressive Intercultural Community Services Society (PICS)'s Foreign Credential Recognition Loans Project (FCR) has been specifically designed to address particular barriers to employment faced by skilled newcomer professionals, by offering career and financial counselling and support services to achieve the following objectives:

- Contribute to developing fair, transparent, consistent, and timely foreign credential assessment and recognition capacity
- Develop and strengthen Canada's foreign credential assessment and recognition capacity
- Contribute to improving Labour market integration outcomes of internationally trained individuals in targeted occupations and sectors

The Administrative and Marketing Assistant will provide support to Program staff in the delivery of the project and assist participants in achieving their goals.

Duties and Responsibilities:

- Track client repayment schedules and monitor payments and performance.
- Conduct regular follow-ups with clients to support progress and provide assistance as needed.
- Liaise with project partners and network with Vancity Credit Union to help secure client loans.
- Follow up with clients facing repayment difficulties and help them create realistic repayment plans.
- Prepare, edit, and update program documents and maintain accurate client files.
- Photocopy handouts, forms, and documents as required.
- Maintain the general office area, equipment, and electronic filing systems, ensuring files are regularly updated.
- Compile statistics and prepare participation and follow-up reports
- Make follow-up calls to confirm client participation and verify employment status.
- Create, update, and maintain inventory of flyers, brochures, posters, and other materials.
- Monitor office supplies and prepare supply orders for approval.
- Provide internet and email orientation to clients for accessing job leads and applying online.
- Create marketing materials, including flyers, newsletters, social media posts, email campaigns, and website content, using basic graphic design tools like Canva
- Manage and schedule posts across platforms (Facebook, Instagram, LinkedIn, X, TikTok)
- Monitor engagement, respond to comments/messages, and report on analytics
- Assist in planning and executing marketing events, workshops, and community outreach

activities.

- Coordinate logistics such as venue booking, promotional materials, and attendee communications.
- Maintain marketing databases, email lists, contact lists, and content calendars.
- Participate in program promotional activities with staff.
- Assist in tracking funding and budget allocations.
- Monitor and record participant attendance.
- Prepare invoicing for FCR remittances.
- Perform other related duties as assigned.

Qualifications/Experience Requirement:

- Diploma or degree in Marketing, Communications, Business, or a related field (or equivalent experience)
- 1–2 years of experience in marketing, digital content, social media, or administrative support (preferred but not mandatory).
- Minimum 1 year of experience in providing admin support to a program designed for immigrants and internationally trained professionals
- Minimum 1 year of experience in employment services
- Experience in conducting financial needs assessment
- Certified Career Development Practitioner (CCDP) designation is desirable

Job Skills and Abilities

- Fluent in English; second language preferred
- Strong knowledge of local labour 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 initiative, action & results-oriented, flexible, and dedicated to quality work
- Proficient in the use of the Microsoft Office Suite and Social Media - Twitter, Facebook, LinkedIn, WhatsApp, website, etc.

Additional Information

- Reliable vehicle insured for business use with \$2 million liability and a clean driver's abstract.
- Clean 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.)