



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Position:	Coordinator / Facilitator
Project:	PICS Employment for Youth through Social Innovation Program
Hours of work:	35 hours per week
Start date:	January 29, 2018 (subject to funding approval)
Location:	PICS Head Office

Job Summary: PICS Employment for Youth through Social Innovation Program will deliver five intakes of Group-based Employability Skills (6 weeks) followed by Work Experience (16 weeks) in a Social Enterprise to 50 youth over a two-year period. The Coordinator / Facilitator will oversee and participate in the delivery, supervision, administration, and reporting of the project.

Duties and Responsibilities:

- Coordinate the delivery of PICS Employment for Youth through Social Innovation project within the delegated authority
- Assist in the procurement and maintenance of capital purchases, resources, and furniture for the project
- Network with other professionals and service providers
- Coordinate the marketing and promotional activities for the programs including the distribution of flyers and brochures to employers, community agencies, organizations and WorkBC Centres
- Prepare activity reports for funders and management; oversee the program assistant in preparing participation and follow up reports
- Recruit, screen, and assess participants for program suitability and eligibility for the Program
- Conduct appropriate assessment of participants' barriers, skills, education, experience, motivation, and employment readiness by using relevant assessment tools
- Develop Return to Work Action Plans with each participant to facilitate the ongoing management of participant's employment future
- Facilitate Life Skills and Job Search workshops in-group settings
- Design, prepare and update job search material – manuals, forms, exercises, PowerPoint for workshops and handouts
- Proofread and edit all client documents before handing them back to clients
- Conduct one on one sessions with participants on a regular basis to determine progress, troubleshoot and assist the participants in seeking solutions
- Assist in organizing the Annual PICS Job Fairs
- Closely monitor participants throughout the work experience placement phase
- Work with each participant based on their skills, capacity, and experience to provide individual mentorship to foster skill development and address barriers to ensure success with the project
- Create a training plan and arrange short-term skills training for program participants
- Conduct evaluation of the delivery of services and monitor the quality of client documents to ensure program standards are maintained

- Coach participants to develop their interviewing skills; assist participants in networking with employers, and monitor their progress
- Provide ongoing consultation and guidance to clients; follow up, review, and monitor their progress throughout the intervention and post-track period
- Connect participants with appropriate community resources
- Attend staff meetings and development workshops as required
- Perform other job-related duties as assigned

Job Requirements:

- A minimum of 3 years of experience in delivering and/or coordinating government-funded job search programs for youth or immigrants; completion of a Bachelor's Degree in Business/ Social Work or a related discipline; CDP Certification or the equivalent of education, training, experience, and certification.
- Competence in networking and building relationships with various stakeholders.
- Knowledge of counseling approaches, educational methodologies, employment placement strategies, and event management techniques.
- Experience in case management, facilitation and job development preferred.
- Knowledge of local labor market issues.
- Outstanding leadership skills.
- Excellent verbal and written communication skills in English.
- Fluency in a second language (Punjabi, Hindi or Urdu) is desirable.
- Proficient in the use of the Microsoft Office Suite.
- Reliable vehicle insured for business use with \$2 million liability and clean drivers abstract.
- Clean Criminal Record Check (Vulnerable Sector).

Closing Date: 2:30 pm on January 8, 2018

How to Apply: Please submit a resume and cover letter to PICS HR Department at career@pics.bc.ca.

(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.)