

JOB POSTING #2026-276-01
INTERNAL/EXTERNAL
Project-Based Labour Market Training Programs (PBLMT)
Project Supervisor
Wage: \$33.99 per hour
Full Time: 35 hours per week, Monday to Friday
Temporary from October 12, 2026 to June 18, 2027

Implement and Deliver Industry-Specific Workforce Development Program(s)
Join the team at Archway
Come Help Us Help People
Abbotsford
On Site and Outreach

Job Summary:

The Project Supervisor is accountable for the successful implementation and delivery of industry-specific workforce development program(s) under PBLMT as part of the Community and Employer Partnerships (CEP) program designed to equip participants with the knowledge, skills, and practical experience required to pursue employment in specific priority occupations. The group-based full-time program(s) include health and safety orientation for participants, essential and employability skills, Indigenous competency, occupational skills training, on-the-job work experience with local employers (practicum), and job search support.

The Project Supervisor is responsible for achieving project recruitment, training completion, practicum placement, and employment outcome targets within established timelines. This position requires a highly results-oriented professional with established relationships and networks with employers, industry partners, WorkBC Centres, and other community referral sources. The incumbent must demonstrate a proven ability to recruit eligible participants within short project timelines, develop and maintain employer partnerships, and secure quality practicum placements for all participants completing occupational skills training.

Your Role:

Archway's Project Supervisor with the Project-Based Labour Market Training Program(s) contributes by:

- Initiating a referral process with WorkBC Centres and SASET for selection of participants to receive training.
- Developing and maintaining strong working relationships with WorkBC Centres, Indigenous employment service providers, community agencies, employers, industry associations, and other referral partners to ensure a continuous pipeline of eligible participants and work placement opportunities.

- Developing and distributing marketing materials to promote the project.
- Leading participant recruitment activities and ensuring the achievement of approved participant intake targets within required project timelines.
- Implementing targeted outreach and recruitment strategies to identify, assess, and enroll eligible participants from priority client groups.
- Monitoring recruitment results and proactively adjusting recruitment strategies to address participant shortfalls and ensuring project targets are achieved.
- Providing support, leadership, direction, and supervision to staff
- Establishing and maintaining a network of employers and industry partners committed to providing practicum placements, workplace exposure opportunities, and employment opportunities for participants.
- Ensuring suitable practicum placements are secured for participants prior to or upon completion of occupational skills training and that placement opportunities align with training objectives and employment outcomes.
- Collaborating with employers to address placement challenges and maintaining sufficient practicum capacity to meet project requirements.
- Providing the Ministry with project updates and any other required documentation by the required deliverable dates.
- Overseeing and managing the program budget efficiently, ensuring appropriate allocation of funds to meet Ministry-approved funding.

This position is a great fit for someone who is a results-oriented professional with established relationships and networks of employers, industry partners, WorkBC Centres and other community referral sources, and is able to oversee occupational skills training and practicum placements for eligible participants.

Our Offer

- Wage: \$33.99 per hour
- A full-time position at 35 hours per week, availability Mondays to Fridays, from 8:30 AM to 5:00 PM.
- Temporary from October 12, 2026, to June 18, 2027.
- Benefits include:
 - Three weeks' pro-rated vacation.
 - Three pro-rated wellness days per year.
 - Pro-rated sick leave days per year.
 - Opportunity to exchange a statutory holiday for a cultural day celebration.
 - A great benefits plan.
 - Employee and Family Assistance Program.
 - Access to online wellness resources including newsletters, physical health videos and wellness events.
 - Free use of Archway's wellness equipment.
 - Great in-house training opportunities.
 - Business insurance and associated mileage costs for program-related driving is covered by Archway.
 - Rewarding work in a positive and supportive environment.
 - Work/Life balance.

Getting an Interview – you will be considered if you have:

- A diploma or degree in a related discipline, or the equivalent combination of education, training, and experience in the employment/career development field.
- A minimum of two years of experience in the supervision of staff.
- Experience in managing a budget.
- Demonstrated experience recruiting participants for employment, workforce development, training, or community-based programs and consistently achieving enrollment targets.
- Demonstrated experience developing employer partnerships and securing work experience, practicum, internship, or employment opportunities for program participants.
- Experience in maintaining a network of contacts within the Fraser Valley workforce development ecosystem, including employers, industry partners, WorkBC Centres, employment service providers, and community organizations.
- Experience working with government-funded employment and skills training programs is strongly preferred.
- A valid BC Class 5 Driver's License.

The Job Also Requires you to have:

- Demonstrated ability to build and sustain employer, industry, and community partnerships that support participant recruitment and employment outcomes.
- Proven ability to achieve participant recruitment targets within tight timelines and under performance-based funding requirements.
- Strong business development, networking, partner engagement, and relationship management skills.
- Demonstrated ability to identify, cultivate, and secure sufficient practicum placements and employment opportunities for participants.
- Ability to be highly goal-oriented and accountable, with a strong track record of meeting or exceeding project deliverables and performance targets.
- Strong verbal, written, and active listening communication skills; able to communicate clearly and respectfully with people from diverse backgrounds, cultures, and varying levels of English.
- Budgeting skills; able to manage a program budget(s) efficiently.
- Demonstrated ability to analyze financial data and prepare financial reports, statements and projections.
- Strong organizational and time management skills; ability to balance and manage competing projects and priorities.
- Strong skills with Microsoft Office 365, including Word, Excel, Outlook, and PowerPoint to create reports, budgets, presentations, and communication with staff and colleagues.
- Skills in managing performance, setting goals, and creating autonomy and accountability.
- Ability to work in a high-paced environment with demanding deadlines.
- Ability to interact with people in challenging situations.
- Ability to deal with crisis and conflict situations requiring de-escalation skills.
- Ability to manage frequent interruptions and efficiently switch tasks.
- Ability to use a personal vehicle for program-related driving.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is October 04, 2026.

TO APPLY

Interested applicants are to reference **Posting #2026-276-01** in the subject line.

Please submit your resume and cover letter in PDF to: [Avanti](#)

Reference Subject: Job Posting #2026-276-01

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.

We invest in the mental health and wellbeing of our employees.

We're proud to share that Archway was recently recognized for having a 5-Star Safety Culture!

Every year, Canadian Occupational Safety (COS) recognizes organizations across Canada that exemplify excellence in fostering robust workplace safety cultures. Winners demonstrate a commitment to proactive risk management, comprehensive training, and employee engagement.

This award reflects our ongoing commitment to creating a workplace environment where employees feel safe, seen, and supported.

If you're interested in working for an organization where safety is a priority, come work with us at Archway.