

**We're Hiring!**



## YOUTH EMPLOYMENT COACH

|                            |  |                     |  |
|----------------------------|--|---------------------|--|
| <b>Posting Requisition</b> | <i>A22076</i>                                    | <b>Program</b>      | <i>Youth Employment Skills Strategy (YESS)</i> |
| <b>Job Type</b>            | <i>Temporary, Full-time until March 31, 2023</i> | <b>Location</b>     | <i>Surrey, BC</i>                              |
| <b>Hours of work</b>       | <i>35 hours per week</i>                         | <b>Closing Date</b> | <i>Open Until Filled</i>                       |

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

The Youth Employment Coach provides practical, professional and social support to newcomer and refugee job seekers ages 15 - 30 years old. By focusing on pre-employment training, utilizing current trends in job search strategies, understanding present labour market assets and barriers, the Youth Employment Coach will co-create client-centered pathways to reach successful employment outcomes. Skilled in both one-on-one and group facilitation, responsive to the unique needs of newcomer youth and experienced in creative networking to cultivate and strengthen appropriate community partnerships are foundational to success in this role.

### ACCOUNTABILITIES

- Participant Onboarding and Case Management: Conduct client eligibility assessment and oversee intake process. Record, maintain, and report client data and information through relevant forms, OCMS and iCare databases; complete all required/assigned reports in a timely manner. Establish a positive rapport and working relationship with clients and engage them in activities that encourage them to connect to the broader community.
- Skill Development: Work one-on-one with participants to support and strengthen self-marketing approaches including targeted resumes, cover letters, interviews, and professional networking.
- Coaching: Organize, develop, promote and facilitate group-based skills training that caters to multilingual job seekers. Create group-based learning schedules and track attendance and progress of participants.
- Partnership Development: Adopt creative strategies and establish appropriate community partnerships to reach/recruit client target group(s), facilitate referrals, and to provide orientation to clients for success.
- Labour Market Research: Maintain up-to-date information on Labour Market trends and Employment Resources; build a strong working relationship and establish referral processes with WorkBC and Employment Training Service Providers.
- Performs other duties, as assigned.

### QUALIFICATIONS

#### Education, Training, and Experience:

- B.A. or relevant combination of education and training in the delivery of employment related training and skills development.
- Career Development Practitioners Certificate or equivalent experience.
- Minimum of one-year experience with newcomers or the vulnerable population.

***We are an equal opportunity employer committed to hiring a diverse workforce***

Posted: 22-May-27

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- Advanced Microsoft Office knowledge/experience including MS Office, MC PowerPoint, MS Excel spreadsheet, database and navigating the internet.
- Highly developed resume writing/editing skills with excellent knowledge of current resume trends.
- Proven experience in designing and developing workshops for job seekers via classroom and virtual settings.
- Experience in a community based non-profit society.
- Class 5 Driver's License and reliable vehicle an asset.
- Proficiency in a second language is required, preferably Arabic.
- Current Level 1 First Aid certificate an asset.

#### **Skills and Abilities:**

- Strong written, oral and presentation communications skills in English; additional language an asset
- Proven supervisory skills
- Proven marketing, public relations, and program management skills
- Ability to prioritize, problem-solve, and exercise good judgment and can work under pressure
- Excellent time management skills
- Required to work in a dynamic environment which may call for adaptation to emerging trends/demands
- A high level of motivation and sensitivity is required to effectively deliver services to a variety of individuals and to supervise a diverse group of staff
- Highly motivated to complete tasks/duties/daily maintenance in a timely manner
- Ability to represent OCS in a positive and professional manner when in contact with the community-at-large
- Demonstrated competency for and understanding of a Community Development Approach and Community based Service Delivery model
- Ability to work effectively with project staff, volunteers, and non-profit or publicly funded groups, agencies and organizations.
- Ability to identify sensitive issues and maintain confidentiality
- Strong understanding of social service programming and resources, multiculturalism and immigrant/refugee issues
- Strong communication, interpersonal/relationship-building and conflict resolution skills, as well as intercultural competency
- Strong level of computer proficiency; in particular, strong Microsoft Word, MS PowerPoint, MS Excel spreadsheet, internet/email, scanning skills and comfort with desktop publishing (MS Publisher)
- Ability to work in a fast-paced, multicultural and diverse environment
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines
- Flexibility and willingness to work outside of regular work hours
- Good team work and strong work ethic
- Must be sensitive to and respectful of cultural and lifestyle diversity

#### **SPECIAL REQUIREMENTS**

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants may be required to provide proof of Covid -19 vaccination.

*\*An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position.*

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**PLEASE APPLY TO:**

Becky Ip, Program Coordinator

Options Community Services Society

Email: [becky.ip@options.bc.ca](mailto:becky.ip@options.bc.ca)

**Please include a cover letter clearly indicating the posting number [posting #22076] and outlining your qualifications and related experience for the position.**