

We're Hiring!



PROJECT LEAD

Posting Requisition	22147	Program	<i>Project Based Labour Market Training (PBLMT)</i>
Job Type	<i>Temporary, Full-time until October 6, 2023</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>35 hours per week</i>	Closing Date	<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.

Project Lead manages the day-to-day operation of the Disability Employment Specialist Project Based Labour Market Training (PBLMT) This includes responsibility for all aspects of staffing and training participant assignments, and providing direction and support to staff to ensure that the goals, objectives and deliverables of the Project are met.

Working with the Deputy Executive Director, this position provides recommendations and input for the preparation of Project plans; develops and implements all initiatives related to the marketing of project; maintains a strong working relationship with funder, partners, and community stakeholders.

ACCOUNTABILITIES

- Ensures that accurate project and client records are maintained and that confidentiality is a priority. Ensures that all pertinent requirements and documentation is complete.
- Ensures that the project meets or exceeds contract objectives.
- Provides reports as required, including monthly stats/reports, and other required reports by OCS, funders and accrediting bodies.
- Provides staff performance plans/evaluations on a regular basis, including feedback to ensure clear expectations and to ensure effective staff performance, communication and productive relations between staff, volunteers, community professionals and clients when delivering services. Problem solves with staff and/or the Deputy Executive Director regarding any work-related problems or concerns.
- Assists in the development of annual project goals and objectives in consultation with project staff, the Deputy Executive Director or designate and funder as appropriate.
- Facilitates planning of project events and manages marketing activities including social media posts, website updates, marketing reports, joint marketing meetings, community engagement and is responsible for related purchases and expenditures.
- Supervises and monitors project expenditures within the existing budget allowance and guidelines and makes budget recommendations in consultation with the Deputy Executive Director.
- Ensures the financial integrity and accountability of project, including reviewing and approving long term interventions and expenditures to meet project outputs and outcomes.
- Responds to complaints/inquiries from staff, clients, funder representatives and the community in a professional and appropriate manner.
- Contributes to PQI and Strategic Directions/Goals of Employment Services and being proactive in identifying areas for improvement, sector trends, potential partnerships, etc.

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QUALIFICATIONS

Education, Training, and Experience:

- Bachelors degree in social services or a related field and a minimum of one (1) year experience in the delivery of employment related training and skills development programing.
- Career Development Practitioners Certificate or equivalent training.
- Minimum of three years' experience and demonstrated success in a supervisory role conducting performance reviews.
- Experience in Project/Program Management.
- Experience in a community based non-profit society and working with people with diverse abilities.
- Class 5 Driver's License and reliable vehicle an asset.
- 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 managing and motivating remote workforce.
- 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.
- Team leadership, management and supervision including coaching, training and conducting performance reviews.
- Demonstrated ability to incorporate funder and other feedback into service delivery changes.
- Thorough understanding of and ability to interpret and apply applicable PBLMT policies, regulations and protocols.
- 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, services for people with disabilities and relevant resources
- 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 ethics
- Must be sensitive to and respectful of cultural and lifestyle diversity

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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. This opportunity is open to all qualified applicants.*

PLEASE APPLY TO: Diana Delgado, Deputy Executive Director
Options Community Services Society
Email: diana.delgado@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #22147] and outlining your qualifications and related experience for the position.