

We're Hiring!



PROJECT MANAGER

Posting Requisition	22177	Program	<i>Project Based Labour Market Training (PBLMT)</i>
Job Type	<i>Regular, Full-time</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.

Working with the Deputy Executive Director of Employment and Immigrant Services, 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, WorkBC centers and community stakeholders.

ACCOUNTABILITIES

- Maintains a strong working knowledge of regional and national labour market; local, provincial and federal employment services, resources and a wide range of related issues and initiatives; and ability to dispense this information to staff, partners and the community.
- Maintains effective relationships and liaison with key stakeholders - government services, service partners, community organizations and groups, volunteer community groups; co-ordinates the provision of services, fosters partnerships and collaboration and the exchange of information. When appropriate and as directed by the Senior Manager or delegate, will represent the project and OCS in the employment services and immigrant services sector and broader communities at events, meetings and forums.
- Ensures that project operations result in the efficient and effective delivery of services and that clear and logical service guidelines and procedures are in place and in accordance with contract agreement and funder-provided training and guidance.
- Implements and monitors services to ensure they meet high quality standards.
- Assists in the development of annual project goals and objectives in consultation with project partners, 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 Senior Manager.
- Ensures the financial integrity and accountability of project, including reviewing and approving long term interventions and expenditures to meet project outputs and outcomes.
- Provides leadership, training, supervision and evaluation of staff/volunteers, including processing of timesheets, annual leaves, and staff development requests, including monitoring of staff's performance and providing training support as needed.
- Contributes to PQI and Strategic Directions/Goals of Immigrant Services and being proactive in identifying areas for improvement, sector trends, potential partnerships, etc.
- Contacts and networks with employers to build relationships and support work experience placements.
- Performs other duties as needed.

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QUALIFICATIONS

Education, Training, and Experience:

- B.A. or relevant combination of education and experience in the delivery employment related training and skills development.
- Solid experience in Community and Health Care settings interpretation
- Minimum of three years' experience and demonstrated success in a supervisory role.
- Team leadership, management and supervision including coaching, training and conducting performance reviews.
- Experience in Project/Program Management.
- Experience in a community based non-profit society.
- 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.
- 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.
- 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 Ethics
- 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.

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

Posted: 22-Oct-24

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- Applicants with lived experience are strongly encouraged to apply.

**An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position. This position is open to all qualified applicants.*

PLEASE APPLY TO: Diana Delgado, Deputy Executive Director

Options Community Services Society

Email: diana.delgado@options.bc.ca

No phone calls please

Please include a cover letter clearly indicating the posting number [posting #22177] and outlining your qualifications and related experience for the position.