

We're Hiring!



LANGUAGE AND TRAINING ASSISTANT

Posting Requisition	22211	Program	YESS (Youth Employment Skills Strategy)
Job Type	Casual, on call	Location	Surrey, BC
Hours of work	Minimum 20 hours per week	Closing Date	Open until filled

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.

This position assists youth employment coaches in newcomer language specific employment and career program; act as cultural and first language brokers to provide support for clients to access digital, language literacy and employment skills training.

ACCOUNTABILITIES

- Adhere to Policies and Standards as established in OCS Policy and Program Manuals, OCS Health & Safety Guidelines, OCS Job Description(s), written Memos/Directives, funder expectations and COA standards.
- Work closely with Youth Employment Coaches and Project Lead to provide classroom support to clients enrolled in the program.
- Work closely with Digital Development Coordinator to offer one-on-one training to clients on how to operate technology such as tablets/laptops to access skills training.
- Liaise between clients, Youth Employment Coaches, Project Lead, and other IS staff as needed.
- Participate in outreach activities/special events as required.
- General office and classroom maintenance as assigned, including tidiness of service site(s).
- Perform other administrative duties as required, including filling intake forms, photocopying, classroom set-up/clearing for class and activities, making phone calls to clients or answering their calls and greeting and directing clients.
- Follow written and verbal directives from the Program Manager, Senior Manager, and Executive Director or designate.
- Contribute to a positive work environment by maintaining a positive working relationship with other workers and volunteers.
- Assist with client recruitment and marketing as and when required.
- Perform other related duties as required.

QUALIFICATIONS

Education, Training, and Experience:

- A Bachelor's Degree or a combination of relevant training, education and experience working in the social services sector working with newcomers, vulnerable populations and/or volunteers.
- Teaching experience is an asset.
- Current Level 1 First Aid certificate an asset.
- Ability to communicate in Dari/Farsi/Pashto, Arabic or Spanish is an asset

We're Hiring!



Skills and Abilities:

- Proficient verbal and written knowledge of English.
- Strong communication, interpersonal/relationship-building intercultural competency
- Strong level of computer proficiency; including Microsoft Word, MS PowerPoint, internet/email, scanning skills, and various virtual conference platforms
- Ability to work in a fast-paced, multicultural and diverse environment.
- Demonstrated ability to work with individuals and communities suffering from discrimination, racism and culture shock
- Flexibility and willingness to work outside of regular work hours.
- Good teamwork and strong work ethics.
- Open to work on some weekends
- 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.
- 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: Maiera Budhiraja, Project Lead
Options Community Services Society
Email: maiera.budhiraja@options.bc.ca

No phone calls please

Please include a cover letter clearly indicating the posting number [posting #22211] and outlining your qualifications and related experience for the position.