



Employment Opportunity

BUILDING BRIDGES PROGRAM ASSISTANT

The purpose of this post is to assist in the organization and implementation of the training sessions and the practicum component of the Building Bridges program.

The program takes place on Monday evenings, January to May 2015 at Family Services of Greater Vancouver. Recruitment starts late November 2014.

This is a part time position with a starting salary of \$17.60 per hour. There are 3 hours classroom work per week and 135 hours available for outreach, recruitment and work related to the practicum placements.

RESPONSIBILITIES:

- Recruitment and selection of participants
- Evaluation of the program and practicum placements
- Support the delivery of the training sessions
- Support the participation of the students
- Develop and monitor practicum placements
- Provide administrative support
- Follow up with participants 6 months after graduation

QUALIFICATIONS:

- Fluent in spoken and written English
- Experience working in group programs
- Experience on volunteer or practicum placements
- Experience working with multicultural immigrant women's groups
- Strong interpersonal skills and an interest in helping others
- Ability to communicate effectively in a cross-cultural setting
- Knowledge of relevant community resources and services
- Knowledge of immigrant issues, especially those relevant to women
- Good communication and organizational skills
- Ability to work independently and with flexibility
- Attitudes and values in keeping with the goals and philosophy of PIRS
- Familiarity with the program is an asset

Submit Resume and Cover Letter by November 10th, 2015 to

Amea Wilbur

Manager of Programs

awilbur@pirs.bc.ca

We thank everyone for their interest. Only those short-listed will be contacted



PACIFIC IMMIGRANT RESOURCES SOCIETY

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