



CO-OP COORDINATOR (Posted: March 17, 2023 – March 24, 2023)

Job ID #: 2023-LCC-04

Position: Co-op Coordinator

Language and Career College – Terminal location

Regular full-time position at 25 hours per week starting on April 3, 2023

Summary:

Reporting to the Associate Director, secures and coordinates the placement of co-op students with co-op employers in accordance with program guidelines and Private Training Institutions Branch (PTIB) regulations. Participates in the planning, development, and administration of Career Co-op Programs including coordinating various academic and administrative aspects such as: intake, orientation, student placement, job development, and program marketing and promotion. Provides supervision, training, and support to both registration and administrative staff, prepares statistics reports, monitors the website, various social media, and database procedures as needed, and covers the responsibilities of the Registrars when needed.

Responsibilities:

- Manages and supports students in the application and assessment process of work terms. Meets and advises career Co-op students during office hours and as needed. Aids and trains students on all related job-seeking matters such as interview techniques, resume writing, cover letters, portfolio development, effective job search strategies, and workplace conduct.
- Develops and facilitates Co-op orientation as well as career-related program activities. Facilitates Co-op student tutorials in alignment with PTIB standards.
- Guides and assists students with their career planning and development by assisting students to develop career and educational plans.
- Builds and maintains positive relationships with prospective employers, resource persons, and other relevant organizations. Keeps abreast of developments in the local labour market and trends in employment as well as IRCC policies related to Co-op students and provides support to students by reviewing documents to determine visa status and drafts letters of support for permit appears when necessary.
- Develops and maintains a network of resources and employers to ensure the availability of job leads for students.
- Maintains a database of current employers and contacts, and markets job placement services to generate job leads and placements for students. Regularly updates a record of career Co-op employers to be submitted to PTIB.
- Conducts site visits at Co-op employer locations to monitor and evaluate student work term performance to ensure they are successfully completing their program.
- Ensures that all Co-op documentation is updated in conjunction with PTIB standards. Actively contributes to the positive development of the registration team's knowledge, skills, and training, and participation in the ongoing development of the Co-op program.
- Coordinates marketing and registration for the program and ensures the work is done in a timely manner and that guidelines and procedures are met as per PTIB and IRCC standards.

IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA

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- Assists in hiring of registration staff. Provides supervision, training, and evaluation as needed, as well as support and guidance for staff working on evenings and weekends and provides backup to the other coordinators.
- Oversees client intake assessments, updates the website when necessary, and monitors the database procedures.
- Performs other related duties as assigned.

Qualifications:

Completion of an undergraduate degree supplemented by at minimum of two (2) years experience in educational program delivery, client relationship management, sales/marketing **OR** an equivalent combination of education, training, and experience acceptable to the employer. Experience in career counselling/human resources is an asset. Second language (Spanish, Portuguese, Korean, Japanese, Vietnamese) is an asset.

Skills and Abilities:

- Strong cross-cultural awareness skills.
- In-depth knowledge of local labour market trends, issues, and job search strategies and techniques.
- Ability to multitask and complete reports and assignments on time and accurately.
- Demonstrated excellent web marketing/social media skills and administrative abilities.
- Strong business writing, speaking and presentation skills.
- Proven analytical, assessment, para-counseling, and facilitation skills.
- Demonstrated ability to effectively liaise and develop relationships with employers.
- Proficiency in MS Office applications, software, and databases.
- Ability to operate related equipment.
- Ability to pass and maintain a clear Criminal Record Check.

ISSofBC Value Proposition

- Role Salary Range: \$24.75 – 32.35 per hour *dependant on education/training/experience/internal equity. Wage grids are reviewed annually
- Expected Starting Salary: \$24.75 – 26.27 per hour
- Extended health and dental benefits
- 105 hours of vacation and 35 hours personal leave
- 100% employer matched RRSP contributions
- Inclusive Culture: Collaborative peers with a wide range of backgrounds and talents
- Innovative workplace with opportunity for new approaches

If you are passionate about making a difference, apply now!

Applications must include "2023-LCC-04" in the subject line and can be sent to: jobs@issbc.org

For Internal Applicants – existing employees and volunteers, please indicate "INTERNAL <job ID number>" in the subject line.

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.

Closing Date: By 4 pm, Friday, March 24, 2023