



# BUILD A CITY. BUILD A FUTURE.



## COMMUNITY SERVICES ASSISTANT 3 – ARCHIVES COLLECTIONS ASSISTANT *(Temporary)*

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.*

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward.*

***Build a City. Build a Future at the City of Surrey***

### SCOPE

The Community Service Assistant 3 (Archives Collections Assistant) will assist the Archivist to make collections more publicly accessible through the digitization and description of archival records. All archival descriptions will be entered into the MINISIS database and made available to the public through Heritage Services' SAMOA (Surrey Archives & Museum Online Access) search engine. The successful candidate will also assist with outreach events and reference services.

### RESPONSIBILITIES

Surrey Heritage Services is seeking an enthusiastic Archives Collections Assistant who is interested in contributing to the rapidly growing and diversified community of Surrey. The Archives Collections Assistant will:

- Digitize, research and describe archival records of various mediums;
- Enter all descriptions in the MINISIS database and make available to the public in-person in the Archives Reference Room and online through SAMOA;
- Assist in reference services, public programming and outreach events.

### QUALIFICATIONS

The successful candidate will be selected based on their education, experience and skills related to the job.

- Completion of post-secondary courses in history, archival research or records management are an asset;
- Work experience within a cultural heritage facility is favourable, along with training and experience in archival description;
- Valid driver's license, with a safe driving history;
- Current Standard First Aid and CPR certificates (or acceptable equivalent).
- **Start & End Dates:**
  - Grant 1: June 5 to October 20, 2018
  - Grant 2: October 23, 2018 to March 16, 2019
- **Days of Position:** Tuesday – Saturday
- **Hours of Position:** 10am – 5pm

This position is supported by Heritage Canada's Young Canada Works (YCW) Building Careers in Heritage. The position is contingent on Federal Government Grant funding. Successful candidates must meet the criteria set forth by the grant program, including:

- Must have graduated from a recognized post-secondary institution within the last 24 months;
- Be between 16 and 30 years of age at the start of employment;
- Are an unemployed or underemployed college or university graduate, and will not have another full-time job (over 30 hours a week) while employed with this position.
- To find out more, visit: <http://canada.pch.gc.ca/eng/1459878161086>.

### APPLY

If you are interested in this opportunity please apply at [SurreyCareers.ca](http://SurreyCareers.ca) to Job ID 2050. Posting will remain online until the April 25, 2018

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Apply online at [www.surrey.ca/careers](http://www.surrey.ca/careers)

