



# BUILD A CITY. BUILD A FUTURE.



## STEWARDSHIP PROGRAM ASSISTANT (COMMUNITY SERVICES ASSISTANT 3)

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.

### Auxiliary

#### Scope

Join our Urban Forestry Stewardship team dedicated to caring for Surrey's natural environments to meet the needs of our growing communities. We are looking for innovative and collaborative individuals to be our next Stewardship Programs Assistants in the following areas:

- Community outreach and communications
- Elementary and secondary school stewardship projects
- Public programs and events

#### Responsibilities

As a Stewardship Programs Assistant, you will be working varying schedules, including some evenings and weekends, to help increase awareness and appreciation for Surrey's natural areas and shade trees. You will be responsible for:

- Planning, implementing, and delivering a wide range of park programs and events, including invasive plant removal, tree planting, park clean-ups, and nature education programs.
- Promoting park programs and events.
- Assisting in the development and distribution of promotional and educational materials, including website, social media, signage and print materials.
- Assisting in the recruitment, training and scheduling of volunteers.
- Providing direction to volunteers and junior staff,
- Assisting with various administrative duties, and perform other duties as required.

#### Qualifications

- Completion of Grade 12 and some related post-secondary education from a recognized institution, supplemented by 2 years related experience (including supervision) in environmental education and/or stewardship.
- Have a valid BC driver's license with a safe driving history is required as well.
- Have excellent communication and organizational skills.
- Be comfortable interacting with a variety of ages, cultures, individuals and groups.
- Have current Occupational First Aid (or acceptable equivalent).

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## Conditions of Employment

- This position requires completion of a Police Information Check.
- Successful applicants must provide proof of qualifications.

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