



BUILD A CITY. BUILD A FUTURE.



Project Coordinator, Virtual Sports Hall of Fame (VSHOF) (Community Services Coordinator 2)

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

Surrey's Parks, Recreation & Culture Department has an exciting coordinator position (two-year project) for the development of a vibrant and accessible Virtual Sports Hall of Fame (VSHOF) to honour Surrey residents for their outstanding achievement in, or contribution to, sport in Surrey. Reporting to the Museum Manager, the Project Coordinator will work with an internal staff working group, collaborate with community and sport stakeholders, and oversee all aspects of the VSHOF project.

Employment Status

Union - CUPE Local 402 – Regular Full Time (2-YEAR PROJECT)

Responsibilities

The VSHOF Project Coordinator will:

- Work collaboratively with an internal staff working group and community stakeholders to develop a VSHOF for Surrey.
- Create an annual plan that includes website maintenance and updating, celebration of inductees, maintenance system/plan for the VSHOF.
- Develop terms of reference for new advisory committee.
- Oversee project to implement an accessible and vibrant web presence to celebrate VSHOF inductees and local sports heritage.
- Manage start-up budget and annual operating budget.
- Coordinate related City of Surrey staff.
- Coordinate logistics for displays or interactive kiosks located in Surrey Town Centre facilities.
- Write and present reports for City Council, committees, and other audiences.
- Act as a liaison for VSHOF advisory committee.
- Build and maintain strong relationships with community sports stakeholders.
- Organize and attend meetings with community and sports stakeholders.
- Create a plan to implement VSHOF events and awards, in line with other City Awards.
- Work with Heritage and Museum staff to develop a sports memorabilia acquisition plan.

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- Work with marketing staff to develop marketing and communications campaigns to promote the VSHOF and drive awareness and attendance.
- Support the Parks, Recreation & Culture Department with various initiatives and other duties as required.

We are looking for a positive, thoughtful coordinator who has demonstrated experience building relationships with community, and is passionate about serving the public. The successful candidate will have strong leadership, communication, and project management skills. The ideal candidate shares the City's values of Community, Innovation, Integrity, Service and Teamwork, and wants to be part of a dynamic team working to build a vibrant city.

Qualifications

The successful candidate will have:

- 3-5 years of supervisory experience is an asset
- Graduated from a recognized university or college level program in a related discipline (with training in project management).
- 3-5 years of experience working with community partners and stakeholders. (Broad knowledge of the philosophy and objectives of community development theories and practices).
- Has a strong understanding of best practices and trends for Sports Hall of Fame or similar.
- Website technical experience or strong understanding applicable to the role.
- Strong interpersonal skills and leadership abilities.
- Highly developed skills in written communication and report writing.
- Strong oral communication and public relations skills.
- General knowledge of museology practices.
- General knowledge of financial management, audit and control functions.
- An equivalent combination of education and experience will be considered.

Other Information

Hourly Rate: \$40.60

Steps	Hourly Rate
Step 1	\$40.60
Step 2 (6 Months)	\$42.19
Step 3 (18 Months)	\$43.77
Step 4 (30 Months)	\$45.61
Step 5 (42 Months)	\$47.52

Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check and must provide proof of qualifications.

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