

BUILD A CITY. BUILD A FUTURE.



*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*

Community Safety Coordinator

Scope

Our Social Infrastructure & Community Investments department is growing and we are seeking a Community Safety Coordinator to join us for a Project position. The Community Safety Coordinator will support with planning, development, and coordinating complex community safety solutions, crime reduction initiatives, partnerships and activities.

Responsibilities

The successful applicant will:

- Provide overall support and coordination for the SAFE Program and Children & Youth At-Risk Table (CHART);
- Lead SAFE Program performance measurement including monitoring, updating and maintaining funded activities;
- Orient SAFE partners on access and use of Sharepoint and Microsoft forms to report out on funded activities;
- Coordinate various deliverables specific to CHART including conducting orientations for new participants, maintaining e-distribution list of partners, data recording during meetings, and liaising with partners for follow-ups and updates;
- Coordinate monthly Lunch and Learn events including researching and securing guest presenters as well as providing logistical support for each (i.e. scheduling and introducing presenters, tracking attendance, arranging catering);
- Develop and facilitate presentations regarding the SAFE Program and CHART to organizations and the public;
- Identify SAFE Program successes and challenges and develop resolution strategies;
- Coordinate and support outreach and community engagement activities including events outside of standard working hours;
- Inform grant applications and award nominations;
- Serve as backup data recorder for the Surrey Mobilization and Resiliency Table (SMART); and
- Perform related duties as required.

Qualifications

A qualified applicant must have:

- A diploma in a related discipline;
- Minimum 5 years of progressive related experience; and
- A valid BC driver's license with a safe driving history.

The successful applicant must provide proof of qualifications.

Employment Status

Union – CUPE Local 402 – Project (2 years with possibility of extension)

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Other Information

Number of Job Openings: 1

Pay Steps	Hourly Rate
Step 1	\$38.98
Step 2 (6 months)	\$40.60
Step 3 (18 months)	\$42.19
Step 4 (30 months)	\$43.77

This job will be posted until June 19, 2024.

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