

BUILD A CITY. BUILD A FUTURE.



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

The City of Surrey is seeking an experienced Community Enhancement Coordinator who will be responsible for working with diverse community groups to host events in public spaces in the Cloverdale area. This key position will form direct connections with community groups, City of Surrey departments and key partner agencies to support organizers in hosting large scale events in Surrey safely. This senior position will be responsible for leading Community Enhancement Programs at the Cloverdale Fairgrounds including day-to-day programming as well as facility and grounds operations.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Term (1 Year)

RESPONSIBILITIES

Work at this level requires strategic communication, planning skills, and experience working closely with diverse community groups. This position involves representation of the City of Surrey to the public, internal stakeholders and external agencies. The Community Enhancement Coordinator will sit on various committees both internally and externally and may be required to work a flexible, self-directed schedule.

Primary areas of focus will include:

- Representing major events taking place in the Cloverdale area on the City of Surrey's Festival and Event Support Team
- Working closely with inter-departmental and external partners to ensure 100+ events take place each year in the Cloverdale area in safe manner
- Collaborating and supporting community groups to ensure events continue to be safely hosted in Surrey
- Providing input and recommendations regarding policies and procedures and administers the same.
- Overseeing day-to-day grounds and facility operations at the Cloverdale Fairgrounds
- Developing and administering annual budgets and grants including monitoring of expenditures and revenues and prepares related reports as required.
- Performing other job-related duties as required.

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QUALIFICATIONS

The successful candidate will have:

- Graduation from a recognized University or college level program
- 4 years of progressively responsible experience in the delivery of recreation or community development.
- Or an equivalent combination of education and experience
- Highly developed communications and business writing skills
- Strong oral communication and customer service skills
- Strong leadership and organizational skills
- Demonstrated ability to be creative and innovative

OTHER INFORMATION

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

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6006

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