



BUILD A CITY. BUILD A FUTURE.



COORDINATOR OF PROGRAMS – COMMUNITY SERVICES COORDINATOR 1

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

Located on the unceded and ancestral lands of the Salish peoples, including the ḱíçəy̓ (Katzie), ḱw̓a:ḱłəḱ (Kwantlen), and Semiahma (Semiahmoo) Nations, the City of Surrey is a globally recognized leader in building vibrant, sustainable communities.

The Heritage Services section of the Parks, Recreation & Culture Department is seeking a collaborative, creative, and proactive Coordinator of Programs to join its team. Reporting to the Manager of Heritage Administration, this position fulfills a critical role in planning, coordinating, and implementing programming that creates space and opportunities for Indigenous artists, creatives, and knowledge keepers. Work will centre around the operations of Totest Aleng: Indigenous Learning House located in Elgin Heritage Park, and other Indigenous programming spaces administered by Heritage Services.

Employment Status

Union - CUPE Local 402 – Regular Full-time

Responsibilities

The successful candidate will be responsible for:

- Planning and implementing a range of programming and events.
- Planning and coordinating artist residencies.
- Developing respectful and reciprocal relationships with Indigenous leaders, Elders and artists.
- Managing service agreements with artists and contractors.
- Preparing and delivering presentations to internal and external committees.
- Supervising and supporting both staff and volunteer teams.
- Evaluating, planning, and implementing operational plans and systems.
- Writing reports, memos, didactic panels, marketing copy, and grant applications.
- Collaborating with staff in other sections and departments, and external organizations and partners.
- Planning and implementing consultation meetings with artists, knowledge keepers, Elders about programming.
- Other duties as required.

We are looking for a thoughtful team player who is committed to applying best practices for Indigenous cultural programming. Our ideal candidate has demonstrated experience with planning and implementing cultural programming and is great at building relationships with a range of community partners. The successful candidate has strong supervisory, leadership and communication skills, takes initiative, and thinks creatively to assess and respond to community and service needs.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.

Apply online at www.surrey.ca/careers



BUILD A CITY. BUILD A FUTURE.



Qualifications

- Graduation from a recognized university or college level program.
- 3 years of progressively responsible experience including supervision; or
- An acceptable equivalent combination of training and experience.
- Eligible candidates must self-identify as Indigenous. *

*** The City of Surrey has received Special Program designation from the BC Office of the Human Rights Commissioner to exclusively hire a self-identified Indigenous person for this position, as per section 42(3) of BC's Human Rights Code.**

Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check.

Other Information

Hourly Rate: \$35.71

Steps	Hourly Rate
Step 1	\$35.71
Step 2 (6 Months)	\$36.72
Step 3 (18 Months)	\$37.91
Step 4 (30 Months)	\$38.98

Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 5682.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers

