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COMMUNITY SERVICES COORDINATOR 2 - EQUITY, DIVERSITY & INCLUSION – 1 YEAR TERM

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 Community Services Coordinator 2 will be responsible for the coordination and supervision of Equity, Diversity and Inclusion within the Healthy Communities team. This includes leadership of various City-wide equity, diversity and inclusion-related programs and initiatives within the Parks, Recreation, and Culture Department.

This position will oversee services including but not limited to; researching best practices, engaging with community members, policy and report writing, applying for grants, planning and implementing all aspects of programs and events, monitoring and updating budgets and expenses, collaborating with partners, and creating a welcoming environment for people of all abilities.

EMPLOYMENT STATUS

Union - CUPE Local 402 - Regular Full-Time

RESPONSIBILITIES

We're looking for a positive leader who has a strong foundation in equity, diversity and inclusion. The successful candidate will lead staff and coordinate with stakeholders to create and implement programs for a wide range of audiences, each with diverse needs.

The role includes:

- Planning and implementing a diverse range of programs and reducing barriers to participation for all people
- Supporting and implementing components of the Parks, Recreation & Culture – Equity, Diversity & Inclusion Policy
- Administer policies and procedures
- Ensuring all people with diverse needs, assets and skills have access to Parks, Recreation and Culture programs and services
- Updating and administering annual budgets and grants
- Preparing presentations and reports as required, including trends and statistics

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- Working collaboratively with community partners to enhance program and service delivery and offerings to meet the needs of a diverse community.
- Responsible for the recruitment, orientation, training, and ongoing coaching of staff and volunteers involved in various projects.
- Following safety protocol and ensuring safe conditions for programs and events

QUALIFICATIONS

Our ideal candidate is a community minded leader who has strong leadership and supervisory skills as well as scope and depth of experience within equity, diversity and inclusion, who can adapt to any situation and respond with tact and professionalism.

The successful candidate will have:

- Graduated from a recognized university or college level program.
- 4 years of progressively responsible experience in the delivery of recreation services or community development.
- Technical expertise applicable to the role.
- An equivalent combination of education and experience may be considered.

CONDITIONS OF EMPLOYMENT

This position requires completion of a Police Information Check with Vulnerable Sector.

APPLY

If you are interested in this opportunity, please apply at Surrey.ca/careers to Job ID 5863.

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

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