



# BUILD A CITY. BUILD A FUTURE.



## Community Services Assistant 3- Archives Collections Assistant

*The City of Surrey is one of the fastest growing and culturally diverse cities in Canada. Recognized as a top employer, we are dedicated to building a vibrant, progressive, world-class city that enhances the quality of life for our citizens, while delivering meaningful and rewarding career opportunities for our employees.*

### SCOPE

Surrey Heritage Services is seeking two enthusiastic Archives Collections Assistants who are interested in contributing to the rapidly growing and diversified community of Surrey.

### EMPLOYMENT STATUS

Union - CUPE Local 402 – Temporary Grant

### RESPONSIBILITIES

The Archives Collections Assistant will:

- Digitize, arrange, and describe photographs and textual records from large community and civic collections.
- Enter all descriptions in the MINISIS database and make them available online.
- Assist with outreach events and reference services.

### QUALIFICATIONS

- Completion of Grade 12 and post secondary education from a recognized institution
- Current Standard First Aid and CPR Certificate or acceptable equivalent.
- Valid driver's licence with a safe driving record.
- Experience within a cultural heritage facility along with training and experience in archival description is considered an asset.

These positions are supported by Heritage Canada's Young Canada Works (YCW) Building Careers in Heritage. The positions are contingent on Federal Government grant funding. Successful candidates must meet the criteria set forth by the grant program, including:

- Canadian citizen or a permanent resident or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible).
- Must be available to work the full duration of the grant sponsored position
- Be a recent post-secondary graduate from a recognized post-secondary institution.
- Be between 16 and 30 years of age at the start of employment.
- Registered on the Young Canada Works online candidate category.
- To view the full requirements, visit [here](#).



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

## OTHER INFORMATION

- Number of Job Openings: 2
- Start and End Dates:
  - July 9, 2024 – November 23, 2024
  - October 22, 2024 - March 22, 2025
- Days of Position: Tuesday – Saturday
- Hours of Position: 8:00am – 4:00pm
- Hourly Rate: \$26.29

## APPLY

If you are interested in this opportunity, please apply to [www.surrey.ca/careers](http://www.surrey.ca/careers) to Job ID 5882