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Community Services Assistant 3 – Archives Collections Assistant

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

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

- Assist in arrangement and description, digitization, reference services, outreach initiatives, programming, and preservation tasks.
- Enter all newly created digitized material and archival descriptions into the MINISIS database to be made available to the public through Heritage Services' online database.

Employment Status

Union - CUPE Local 402 – Temporary Grant

Responsibilities

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

- Digitize and describe photographs from a large community collection, along with redescription and assisting in continual enhancements to the online catalogue.
- Enter all descriptions in the MINISIS database to be made available online.
- Assist with outreach events and reference services.

Qualifications

- Completion of Grade 12 and some post secondary education from a recognized institution, supplemented by 2 years related experience including supervision in cultural work or area of specialty or an equivalent acceptable combination of training and experience.
- Current Standard First Aid and CPR Certificate or acceptable equivalent.
- Valid driver's license, with a safe driving history.
- Experience within a cultural heritage facility along with training and experience in archival description is considered an asset.

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- Start and End Dates:
 - July 4, 2023 – November 18, 2023; October 31, 2023 to March 23, 2024
- Days of Position: Tuesday – Saturday
- Hours of Position: 8:00am – 4:00pm

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 on-line candidate category.
- To view the full requirements, visit [here](#).

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

Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 5276.

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