

BUILD A CITY. BUILD A FUTURE.



Surrey CityLab Lead (18 Month Term)

As one of the fastest growing cities in Canada, the City of Surrey is a globally recognized leader in building a thriving, green, inclusive city. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive the city forward. The City of Surrey is recognized as a BC Top Employer and one of Canada's Top Employers for Young People.

ABOUT SURREY CITYLAB

Surrey CityLab is a three year (2018 - 2021) initiative and collaboration between Kwantlen Polytechnic University (KPU), Simon Fraser University (SFU), and the City of Surrey designed to engage the region's post-secondary students in real-world issues affecting the City, and to offer interdisciplinary and integrated learning opportunities for KPU and SFU students. Surrey CityLab is supported and guided by a governance structure comprised of representatives from each of the partners.

RESPONSIBILITIES

Reporting to the Manager, Sustainability, the Surrey CityLab Lead is responsible for:

- Identifying, building and promoting critical relationships with and across Faculties and instructors, City staff and committees, and the broader Surrey community to enable meaningful experiential learning opportunities for KPU and SFU students
- Connecting instructors with City staff and community stakeholders and ensuring alignment with City priorities and community needs
- Convening stakeholders to create a shared vision and helping them move forward in support of that shared vision
- Negotiating terms of reference, budgets and other complex agreements between partners
- Managing the day-to-day workings of the Lab including overseeing the budget, planning and executing events to showcase CityLab work, and organizing meetings of the governance committees
- Stewarding the CityLab connection with the City Studio network
- Overseeing communications including website, social media, progress reports, and media relations; and
- Exploring long-term physical space for the CityLab, as well as additional funding partners

QUALIFICATIONS

Our ideal candidate shares our City values of Community, Innovation, Integrity, Service and Teamwork, and can demonstrate the following qualifications:

- A minimum of a post-secondary diploma or Bachelor's degree in education, public policy, business, community development, or a related field
- Five or more years of relevant experience *and/or* an equivalent combination of education, training, and experience
- A good understanding of and commitment to experiential learning *and/or* city-campus programs and partnerships
- A strategic and creative thinker able to quickly advance the initiative, and explore challenges and opportunities at a systems level
- A skilled facilitator, question-asker, and listener with a demonstrated ability to build deep and wide-reaching relationships
- A seeker and supporter of new ideas
- Demonstrated ability to work independently and manage details and daily logistics
- Demonstrated ability to support and manage communications among stakeholders
- Comfortable with complexity and ambiguity, including good judgment about when to take initiative and when to solicit advice and guidance from partners
- Exemplary communication skills, both written and oral

Assets include:

- Experience with post-secondary institutional culture and institutions (including KPU and SFU)
- Experience managing *and/or* coordinating community projects
- Familiarity with developmental evaluation

Additional Comments: This position has the opportunity to be extended, or shift in its responsibilities as the Surrey CityLab grows and the staffing and skills requirements evolve. Due to the shared funding and governance arrangement between the partners, your application for this position will be shared, in confidence, with the Surrey CityLab partners from the City of Surrey, KPU, and SFU.

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.
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