

CAVAN MONAGHAN LIBRARIES

Job Title: Co-ordinator of Outreach, Programming and Partnerships

Apply by: Monday, March 19th @ 5:00pm

Description: We are looking for someone who is creative and has an acumen for networking with community stakeholders within the growing Township of Cavan Monaghan and adjoining municipalities. This is a multi-faceted position responsible for programming, marketing and outreach.

This position will coordinate the delivery of programs to many groups - preschool story time, home-schoolers, after school programs, teens, adults and seniors - either through the library itself or in coordination with local agencies and organizations to avoid duplication of service.

Compensation

& Hours: Location of work: Millbrook Branch & Bruce Johnston Branch
Permanent part-time – 18 hours per week, 3 month probation
Normal work week: Tuesdays through Saturdays (Evenings & some Sundays included)
– Scheduling to be determined by need
Rate of Pay: \$22.47 per hour

Qualifications (see full description for more qualifications):

- Graduate of accredited Library program (University or College), Southern Ontario Library Services' "EXCEL - Certificate in managing a small public library" or equivalent combination of education and experience
- ECE or experience working with children
- Experience in library setting will be considered an asset

Attributes (see full description for more qualifications):

- Strong sense of community and inclusiveness
- Understand and enjoy networking
- Enthusiastic about assisting Library Users in the use of technologies
- Team player
- Able to remain calm and focused despite frequent interruptions
- Understanding and respectful of Library Users' need for confidentiality

Application

Process: Interested candidates are invited to submit a cover letter and resume to Karla Buckborough by email (resumes.cmlibraries@gmail.com) or to the address Cavan Monaghan Libraries 1 Dufferin Street Millbrook, ON L0A 1G0. Please note position name in subject line of email. We welcome all applicants; however, only those who are considered best fit will be contacted for an interview.

Posted: March 9, 2018

In accordance with Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used for the purpose of job selection.