

Portage la Prairie Regional Library – Library Programming Assistant

The Portage la Prairie Regional Library is seeking a permanent, part time (25 hours/week) employee to serve in the role of the Library Programming Assistant. The Library is looking for an individual who is adaptive, thrives in a team-based, service-oriented position, and who strives to perform the highest quality work to the best of their ability.

Duties:

- Run and assist in the development of library programming
- Support the duties of the Library Programming Co-ordinator
- Advertise and promote library programs and services throughout the membership communities through various media
- Assist in the maintenance of the library's social media platforms
- Other duties as required
- Evening and weekend shifts required

Minimum Qualifications:

- Over 18 years of age
- Possess a High School Diploma or G.E.D.
- Excellent oral and written communication skills
- Valid Class 5 driver's license
- Ability to lift up to 40 lbs
- Proficient in the use of Microsoft Word, Excel, and Outlook
- High degree of proficiency in the use of computers

Preferred Qualifications:

- Possess a post-secondary degree and/or a Library Technician's diploma
- Significant experience working in a library or educational setting
- Significant experience working with children and/or vulnerable persons

A criminal record and vulnerable person's check will be required of the successful candidate, and a child abuse registry check will be required as well.

The Portage la Prairie Regional Library is an equal opportunity employer, and is willing to provide reasonable workplace accommodations if the successful candidate should require any.

Only individuals considered for interviews will be contacted.

The job posting will remain posted until a successful candidate is selected.

Work references may be requested of successful candidates considered for an interview.

Address applications to:

Richard Bee

Head Librarian, Portage la Prairie Regional Library

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