



## **Employment Opportunity Library Assistant, Summer Program Support**

**Contract Duration:** 14 weeks @ 20 hours per week

**Start Date:** TBD

**Location:** Remote

**Wage:** \$20/hr

### **The Organization**

The Northwest Library Federation is a partnership between seven public libraries in Northwestern BC. Our mission is to facilitate the cooperation needed to deliver optimal library service equitably throughout the region. We accomplish this by focussing on projects that enhance information and resource sharing among staff and extend the purchasing power of our libraries.

### **The Position**

The NWLF summer library assistant will consult with programmers and other staff in our seven libraries to identify priorities and develop projects to support staff in meeting identified needs in their communities. A particular emphasis will be on supporting each library's individual delivery of the Summer Reading Club for children ages 4-12 as we shift to virtual and/or distance programming.

Projects may include tasks such as:

- Video editing and post-production support for asynchronous virtual programs for all ages
- Technical and administrative support for virtual programs done in real-time
- Training library staff and/or creating resources to support their learning of new technologies
- Researching programs and best practices to support libraries as they move their work online
- Creating content in various formats (video clips, printables, resource lists etc.) that library staff can use in the delivery of their programs
- Facilitating collaboration and information-sharing among our libraries via email, Zoom, SYNC etc.
- Developing and direct delivery of region-wide virtual programs to engage adults and teens
- Other tasks as required to support the work of the Federation

### **Qualifications**

- Some post-secondary education, particularly in library studies, is preferred
- Excellent communication skills, written and oral
- Ability to self-motivate, prioritize, and stay focused while working remotely



## north west library federation

- Strong digital skills and ability to learn new technologies quickly
- Experience using Zoom, Facebook Live, and other platforms that may be used for program delivery an asset
- Experience with video-editing an asset

### Relationships

- The Federation summer student reports directly to the Federation Director.
- The student will liaise with Library Directors, programming staff, and summer students across the region.

### Other requirements

- The library assistant will work remotely and is expected to provide their own home office and have access to a stable and reliable internet connection.
- Applicants must be between 18-30 years old and have Canadian citizenship, permanent residency, or refugee status.
- Residents of Skeena-Bulkley Valley may be given preference.
- BIPOC applicants may be given preference.

### To Apply

Submit your résumé and cover letter by email to Anna Babluck, NWLF Director: [director@nwlf.ca](mailto:director@nwlf.ca) by May 21, 2021.

This position is funded by a Canada Summer Jobs grant from the Government of Canada.