



## Career Opportunity Join the Essa Public Library team

### Public Engagement Representative (Part Time)

Reports to: Manager of Library Services, Essa Public Library

Represent the library and engage with the community at both the Angus and Thornton Branches. Working an average of 20 hours per week on the regular schedule: Mondays and Tuesdays 1:30-7pm at Thornton Branch, Thursdays 9-5pm at Angus Branch, and every second Saturday 12-4pm at Angus Branch. There is also an opportunity to acquire additional hours to cover staff vacation days and work at special library events.

The 2023 Pay Grid begins at \$24.68 per hour. Transportation required.

#### Public Engagement Representative Duties:

- Deliver excellent Customer Service
- Communicate & Support a variety of Library Programs
- Assist public with Digital Literacy including 3D printing
- Readers Advisory
- Reference Questions
- Community nurturing

#### Qualifications and Skills:

- Customer Service experience
- Digital Literacy: Google docs, Word, Outlook, Excel, eresources, ability to learn new programs and technologies on an ongoing basis
- Ability to work calmly and accurately in a variety of situations
- Post-secondary Degree or Diploma and familiarity with the contemporary library setting
- Excellent communication skills
- OPP Police Check and Vulnerable Sector Screening required

Visit [www.essa.library.on.ca](http://www.essa.library.on.ca) for additional information and the job description

Resumes will be received by G. Newbatt, Manager of Library Services  
[gnewbatt@essa.library.on.ca](mailto:gnewbatt@essa.library.on.ca) until 4pm, Saturday, April 1<sup>st</sup>, 2023.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted.

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