



SUMMER LIBRARY ASSISTANT

Temporary, Full-time (Summer job)

Shortgrass Library System (www.shortgrass.ca) is looking for a social media savvy, creative and service-oriented Student Library Assistant to provide outstanding library support services to 14 public libraries in Southeast Alberta from our regional system headquarters location in Medicine Hat. This temporary, full time (36.25 hrs/week) position is supervised by the Client Services Librarian.

Shortgrass Library System honours and acknowledges that we are situated on Treaty 7 and Treaty 4 territory, traditional lands of the Siksika, Kainai, Piikani, Stoney-Nakoda, and Tsuut'ina as well as the Cree, Sioux, and the Saulteaux bands of the Ojibwa peoples. We also acknowledge and honour that we are on the homeland of the Métis people.

General responsibilities of the position will include assisting the Client Services Librarian with the development of social media promotional materials and programming kits, as well as supporting programming and outreach services in community libraries.

Specific tasks may include:

- Developing social media materials to promote library resources.
- Preparing programming materials for kits and in-library programs.
- Assisting the Client Services Librarian in delivering select programs and outreach in community libraries.

The ideal candidate will have great computer skills, enjoys working with social media, and likes to be creative. An interest in public library service, marketing and design, and/or working with children would be assets. Paid training will be provided on the job.

Candidates must have a high school diploma or equivalent. Enrollment in post-secondary education is preferred. Enrollment in a library related post-secondary program or work experience in libraries would be considered an asset. Other qualifications include ability to follow directions, great attention to detail and ability to work well in a team environment.

\$17.50/hour, 36.25 hours/week + vacation pay

Start date: June 17th, 2024

End date: August 23rd, 2024

Duration: approximately 10 weeks

Work hours: Monday to Friday, 8:15am to 4:30pm. Occasional weekend days may be required; when this is the case, a day off during the week will be given instead.

Work structure: The successful candidate will spend 90% of their time at the Shortgrass Library System office, working on projects to support member libraries. 10% of their time will be spent visiting community libraries with the Client Services Librarian to deliver programs and outreach services.

This is a grant funded position, which requires the successful candidate to be a Canadian citizen or permanent resident, aged between 15 and 30 years old.

To be considered for this position, please apply with a cover letter and resume outlining your suitability for the position, via email, by noon on April 17th, 2024 to:

Petra Mauerhoff, CEO
Shortgrass Library System
Email: jobs@shortgrass.ca
No phone calls please.

Absolutely no phone calls or in person visits please. For this selection process, we will be communicating with candidates by email. Candidates must include in their application a valid email address and make sure that this address is functional at all times and accepts messages from unknown users.

Shortgrass Library System is committed to building a skilled and diverse workforce that reflects the communities we serve. Shortgrass Library System is also committed to developing inclusive, barrier-free selection processes and work environment. Should you require accommodation in relation to a disability, please notify us at the beginning of the selection process. This information will be kept confidential.

Shortgrass Library System thanks all applicants for their interest, however, only those applicants selected for an interview will be contacted.