



### **Programming Clerk, Part-time (6-month Contract)**

Cornwall Public Library is currently seeking an energetic, creative, and tech-savvy Programming Clerk who is passionate about interacting with the community and working collaboratively with staff in a dynamic environment in delivering excellent programming both virtually and in person.

Under the direction of the Programming and Marketing Manager, the successful candidate will be responsible for delivering programming that is educational, entertaining, and enriching for all levels of patrons and community members in whichever format is required.

#### **Who we are looking for:**

- You understand and value the idea of the Library as a community hub and gathering place to learn and exchange ideas in a physical and virtual environment;
- You are organized, detail-oriented and a self-starter who can work independently and collaboratively;
- You are comfortable with using technology and have the ability to envision and create a technology hub for program deliverables;
- You are dedicated to providing an exemplary customer experience;
- You're a team player who thinks quickly on your feet; Adapt established English programming and adopt for a French audience;

#### **Under the direct supervision of the Programming and Marketing Manager you will:**

- Deliver programs, presentations, workshops and participatory experiences for our patrons and community members both virtually and in person;
- Work with established partnerships with the francophone community partners and provide programming in a joint effort;

- Assist in the development of promotional material and strategies for programs assigned.

## **POSITION REQUIREMENTS**

Graduation of a relevant 2-year college program;  
Must possess a valid driver's license;  
Two years of recent related job experience in a library setting;  
Experience with outreach and programming for all patron levels;  
Excellent computer and Internet-based skills;  
Superior interpersonal, communication, presentation and collaboration skills;  
Bilingualism (English and French) is required;

Any applicant selected for this position must have a vulnerable sector check completed with results satisfactory to the Cornwall Public Library.

Salary range Librarian III: \$24.07/hours plus 13% in lieu of benefits and vacation.

A full job description is available online at [www.library.cornwall.on.ca](http://www.library.cornwall.on.ca)

Start date: as soon as possible

Please send your resume and cover letter to:

Pierre Dufour, Marketing and Programming Manager  
Cornwall Public Library, PO Box 939,  
Cornwall, ON K6H 5V1  
FAX 613-932-2715  
[pdufour@library.cornwall.on.ca](mailto:pdufour@library.cornwall.on.ca)

*The Cornwall Public Library Board is an Equal Opportunity Employer. Accommodation will be provided in all parts of the hiring process as required. Applicants need to make their needs known in advance.*

*We thank all applicants for their interest, however, only those selected for interviews will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.*