



## **Programming Clerk, Permanent Part-time**

Cornwall Public Library is seeking an energetic, creative, and tech-savvy “Programming Clerk” enthusiastic about interacting with the community and collaborating with staff in a dynamic environment to deliver excellent programming for people of all ages.

Under the direction of the Marketing and Programming Manager, the successful candidate will be tasked with providing programming that is educational, entertaining, and enriching for patrons and community members of all ages, utilizing the appropriate formats as needed.

### **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, meticulous, and an initiative-taker who can work independently and collaboratively.
- You are comfortable with using technology and can envision and create a technology hub for program deliverables.
- You provide an exemplary customer experience.
- You are a collaborator who thinks quickly on your feet; Adapt established English programming and adapt for a French audience.

**Under the direct supervision of the Programs and Communications Manager you will:**

- Deliver programs, presentations, workshops, and participatory experiences for our patrons and community members virtually and in person.
- Work with established partnerships with our 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: As per the current collective agreement

Start date: TBD

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 managed in accordance with the Municipal Freedom of Information and Protection of Privacy Act.*