

Programming Clerk (Part-Time)

We are seeking an energetic and creative Programming Clerk who is 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 Engagement Manager, the successful candidate will provide educational, entertaining, and enriching programming for patrons and community members of all ages.

Who We Are Looking For

- You understand and value the Cornwall Public Library as a community hub and gathering place where people can learn and exchange ideas in physical and virtual environments.
- You are organized, meticulous, and an initiative-taker who can work independently and collaboratively.
- You are comfortable using technology and can envision and create a technology hub for program delivery.
- You provide an exemplary customer experience.
- You are a collaborator who thinks quickly on your feet and can adapt established English programming for a French audience.

Key Responsibilities

Under the direct supervision of the Programming Coordinator, you will:

- Deliver programs, presentations, workshops, and participatory experiences for patrons and community members, both virtually and in person.
- Work with established community partners to provide programming as a joint effort.
- Assist in developing promotional materials and strategies for assigned programs.

Position Requirements

- Graduation from a relevant two-year college program.
- A valid driver's licence.
- Two years of recent related job experience in a library setting.
- Experience with outreach and programming for all patron groups.
- Excellent computer and internet skills.

- Superior interpersonal, communication, presentation, and collaboration skills.
- Bilingualism in English and French is required.

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

Position Details

Salary: \$25.92 /hour + 13% in lieu of benefits

Start date: November 2026

Please send your resume and cover letter to:

Kelly Varin, Engagement Manager
Cornwall Public Library,
PO Box 939,
Cornwall, ON K6H 5V1

kvarin@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.