

## Program Assistant Wanted

The Penticton Public Library is looking for a fun and team-oriented Program Assistant to help create and deliver programs for our patrons. Do you have amazing program ideas? Do you know your way around Canva (and maybe even Photoshop)? The Penticton Public Library is looking for you!



We are looking for a versatile, creative person who wants to make a difference in this community. They will work closely with the Adult Services Librarian, Youth Services Librarian, and Youth Services Technician to create engaging programs for our patrons

### Job requirements:

- High school diploma or equivalent, post secondary education is an asset
- Strong computer skills with graphic design experience an asset
- Exemplary instructional and communication skills
- Ability to work with individuals of all ages
- Preference will be given to applicants with experience creating and delivering programs

### What you need to bring to this position

- Ability to contribute positively within a team environment and the capacity to work independently and with minimal supervision
- Knowledge of, or willingness to learn, basic coding
- Effective time management skills
- Comfort with working both in the library and out in the community

### Physical requirements:

Physical requirements include frequent standing, walking and bending. Moderate lifting (20 kgs) is often required.

### To apply:

Submit a covering letter outlining how your experience meets the position responsibilities and a resume in a single document (pdf format) to: Stephanie James, Adult Services Librarian (she/her) at [sjames@pentictonlibrary.ca](mailto:sjames@pentictonlibrary.ca) Please use "2022PPL-ProgramAssistant" in the subject line. Review of applicants will begin on January 5<sup>th</sup>; however, the position will remain open until filled.

Penticton Public Library is committed to recruiting a diverse workforce that represents the community we proudly serve. We encourage applicants from diverse backgrounds including Indigenous Peoples, LGBTQ+, all genders, ethnicities, and persons with disabilities. Should you be shortlisted and require an accommodation during the selection process, please provide details to the hiring committee.

If you have any questions about this position, please contact Stephanie James at 250-770-7786.

Hours: 12 – 16 hours a week, with flexible dates and times based on program need. This position has a varied schedule, which may include evening and weekend shifts.

Wage: \$24.19 per hour. This is a bargaining unit position.

As Penticton Public Library is responsible for the well-being of its patrons, a Police Information Check clearance is a condition of employment. All Penticton Public Library employees are required to be fully vaccinated as a condition of hire and ongoing employment. Candidates who are not able to obtain a

COVID-19 vaccine for a reason related to a Human Rights Code ground (such as disability) can request an accommodation at any time during the recruitment process.

We thank all applicants, but only shortlisted candidates will be contacted.