

Employment Opportunity
THE COCHRANE PUBLIC LIBRARY BOARD
is seeking to hire a
Program Services Coordinator



The Cochrane Public Library Board is seeking to hire a creative and energetic person for their Part-time Program Services Coordinator position. Reporting to the Chief Executive Officer of the Cochrane Public Library, the successful applicant will assist in the operation of the library by providing library services to the public; create and deliver educational programs for the community; prepare the library's monthly calendar & newsletter; and create marketing and promotional material for the library. Work hours are 25 hours per week scheduled over a 5-day week which includes evenings and Saturdays. Wages are in accordance with the Collective Agreement.

Education and Experience Requirements:

- Post-Secondary Library Education preferred or equivalent. (Ex. Post-Secondary related library courses or Library Excel courses through OLS)
- Two (2) years related experience
- Grade 12 education or equivalent
- Proficient computer skills on Integrated Library Systems as well as with Microsoft Office Suite: including Word, Excel, Publisher, and Outlook
- Proficient with electronic devices, various operating systems, e-Resources, and other computer related trouble shooting experience.

A complete job description is available to pick up at the Cochrane Public Library, 178 Fourth Avenue, Cochrane, Ontario Monday to Friday between 10am & 5pm; Wednesdays 10am -7pm; Saturdays 10am to 2pm or from the library's website at:
<http://www.cochranepubliclibrary.com/>

Persons wishing to apply should forward their Resume and Cover Letter addressed to the undersigned in a **sealed envelope clearly marked "Library Program Services Coordinator"**.

Applications may be hand delivered to the library, mailed, or emailed as indicated below.

All applications must be received no later than **5:00 p.m., Monday October 31st, 2022.**

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Successful candidates will be subject to a Criminal Reference Check prior to commencing work.

For more information, please contact Christina Noël-Blazecka, C.E.O., Cochrane Public Library.

Cochrane Public Library
178 Fourth Avenue,
Cochrane, ON POL 1C0
Att: Christina Noël-Blazecka, C.E.O.

Telephone: 705-272-4178 Ext. 28
Email: library@cochraneontario.com