



Kitimat Public Library

British Columbia

JOB POSTING

Position Title:

Library Youth Intern – Temporary Contract Position (minimum 21 hours per week)

Under the supervision of the Library Director, the Library Youth Intern will coordinate and perform a variety of technical services duties, with a focus on E-resources training and website enhancement. The Library Youth Intern will be provided with necessary training. This is a union position.

Duties:

The Library Youth Intern will be responsible for the following duties:

- to perform data entry for the Library's new website
- to provide training to the public on electronic apps
- to train the public on internet searching, browsing, on-line safety and security
- to prepare advertising using multiple methods
- to publish and/or distribute advertising
- other tasks as assigned

Qualifications:

- has strong social skills and enjoys working with the public
- has strong communication skills, both written and oral
- possesses a sound knowledge of electronic devices' usage
- has strong typing abilities

Requirements: The eligible Intern must meet the following criteria as set out under the terms and conditions of the Government of Canada.

- has a social insurance number prior to start date
- is a Canadian citizen, permanent resident or has refugee status in Canada
- is between 15 and 30 years of age
- is not in receipt of employment benefits (EI/CERB) during the internship

We are committed to employment equity and encourage applications from women, Indigenous peoples, persons with disabilities, and members of visible minorities. Please send your resume including references to Virginia Charron, Library Director at: vcharron@kitimatlibrary.ca

Job Closing Date: August 24, 2020