



JOB POSTING
Cobequid Community Assistant
10 Hours Biweekly
(2 Temporary, Part-time Positions)

Halifax Public Libraries invites applications for the part-time position of **Community Assistant** located at Bedford Public Library, 15 Dartmouth Rd. and Sackville Public Library, 636 Sackville Dr. These temporary positions (up to December 2017) are funded by the Province of Nova Scotia, 150 Forward Fund.

We welcome diversity and encourage applicants to indicate voluntarily on their application if they are an Aboriginal person, African Nova Scotian, a person with a disability or a member of a visible minority group.

WHO WE ARE

Community is at the heart of all that Halifax Public Libraries undertakes. Comprised of 14 branch libraries, we serve the 400,000 citizens of Halifax with our collection of 1 million items and a wide range of programming. Halifax Public Libraries blends the best of traditional library services with innovative programs, spaces and technologies, attracting more than 3 million in-person visits each year.

POSITION SUMMARY

Under the direction of the branch Librarian/Manager, the Community Assistant will plan and facilitate programs, interview community members and record stories and images for an online portal.

RESPONSIBILITIES

The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- ▶ Facilitate community discussions
- ▶ Work with Library staff to plan and host programs
- ▶ Record, edit and upload images and stories in audio and video

QUALIFICATIONS

Education & Experience: Some post-secondary education preferred

Specific Knowledge & Technical Experience:

- ▶ Solid technical skills required to record and upload images and stories in audio and video format
- ▶ Strong interview and research skills
- ▶ Strong interpersonal skills
- ▶ Strong time management and organizational skills
- ▶ Experience with event planning and implementation preferred
- ▶ Knowledge of the Bedford and Sackville communities an asset
- ▶ French language skills an asset
- ▶ Demonstrated interest in and/or knowledge of history and digital storytelling an asset

(Please state whether the above application requirements are met in your resume and/or cover letter.)

COMPETENCIES

- **Problem Solving and Decision Making** - Recognizes patterns, uses analytical skills to draw logical conclusions, and makes recommendations for action. Uses a successful and appropriate approach to issues and solving problems. Uses sound judgment in making decisions, despite obstacles or resistance. Recognizes when to seek guidance.
- **Communication Skills** - Listens effectively, transmits information accurately and clearly, in both written and verbal form. Solicits and provides feedback.
- **Creativity / Innovation** - Looks for appropriate opportunities to generate and to apply new and evolving ideas, methods, designs, and technologies. Shows initiative, energy, and enthusiasm.
- **Knowledge of Work** - Pursues and demonstrates expertise. Acquires broad, in-depth, and up-to-date knowledge of the trends and developments in relevant fields.
- **Technological Competence** - Pursues and demonstrates expertise in technology and can apply it as required. Understands the critical and evolving role of technology.
- **Adaptability** - Responds effectively to changes in direction and priorities (both long-term and short-term), and accepts new challenges and responsibilities.
- **Interpersonal / Group Skills** - Builds strong work relationships; is sensitive to how individuals and organizational units function and interact. Respects the dignity and ability of co-workers. Works co-operatively with colleagues both inside and outside formal organizational units. Participates in and contributes to group efforts, supports consensus building efforts. Works effectively with external partners.
- **Leadership** - Ensures achievement of strategic objectives. Establishes and demonstrates high performance standards. Earns trust and respect. Respects and trusts others. Shows integrity. Motivates by coaching, empowering and recognizing the work of others.
- **Organizational Understanding and Global Thinking** - Shows a commitment to the HRL mission. Demonstrates an understanding of the organization, its services and the materials it provides. Understands and accepts his/her role in accomplishing branch or department priorities and the HRL Strategic Plan.
- **Accountability / Dependability** - Accepts responsibility for actions and results. Accomplishes goals, completes tasks and meets deadlines, or gives reasonable notice and explanation. Is productive, while maintaining accuracy and quality.
- **Planning and Organizational Skills** - Identifies and analyzes data. Sets appropriate priorities and objectives, devises effective methods and allocates resources accordingly. Anticipates internal and external changes, trends and influences.
- **Resource Management** - Manages resources, including his or her own time, in a manner consistent with organizational and departmental objectives. Demonstrates a consistent focus on delivering services in a cost effective manner.
- **Service Attitude** - Understands and meets the needs of customers. Addresses their interests and concerns. Is friendly, polite and approachable.
- **Respect for Diversity** - Respects the diverse opinions and beliefs of library customers and co-workers. Appreciates the need to respond to, and reflect, the various communities we serve. Implements the appropriate measures to respond to, and reflect, the communities served.

These are non-union positions. While subject to change, the normal scheduled hours of work are:

Hours: 10 Hours Biweekly, Part-time

Schedule: Week 1: Friday 2-5pm, Saturday 1-5pm
Week 2: Wednesday 6-9pm

Hourly Rate of Pay: \$20.00 plus 4% vacation pay

Applications must be received no later than: Monday, April 24th, 2017 at 4pm

Applications should be addressed to: Hannah Colville, Branch Manager
Halifax Public Libraries
Email: colvilh@halifax.ca

All appointments are conditional upon an acceptable criminal record check report including a vulnerable sector search. More information and the required forms will be provided at an interview and are available at all Halifax Public Libraries branches, including our website www.halifaxpubliclibraries.ca

Halifax Public Libraries hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply and self-identify.

During the recruitment process, applicants have the right to request accommodation. Applicants invited to participate in an interview or other form of testing and who require accommodation, should discuss their needs when contacted for an interview and/or testing.

We thank you for your interest in employment with Halifax Public Libraries, however, only those candidates selected for an interview will be contacted.