



Digital Literacy Specialist

Full-time, Permanent

Posting Date: June 21, 2024

Deadline: July 19, 2024

Location: All branches

Environment

East Gwillimbury Public Library (www.egpl.ca) serves the fastest growing municipality in Canada. East Gwillimbury is a community made up of several growing urban areas and villages and is in the northern part of York Region. We value creativity and pride ourselves on providing excellent customer and employee experiences. Branches are in the communities of Holland Landing and Mount Albert, with a third opening in 2025.

Position Summary

East Gwillimbury Public Library is seeking an enthusiastic, curious, and creative individual for the position of Digital Literacy Specialist to support the Library's mission to ignite our community through literacy, discovery, and connection.

The Digital Literacy Specialist will have a direct role in creating and delivering digital literacy initiatives and technology-based programming, providing back-end technical support to a growing and flexible library system, and supporting EGPL's digital presence through social media and its website.

Join our library if you want to take on new challenges every day, flex your creative muscle, and expand our community's knowledge of makerspace technology as we open our first dedicated Makerspace in our new Queensville Branch.

Schedule: Average of 35 hours weekly, including evenings and weekends.

Qualifications

- Library Techniques Diploma or combination of post-secondary education and equivalent experience as determined by the employer.
- Minimum 1-year public service experience.

- Experience with emerging technologies (such as Cricut vinyl cutters, virtual reality, and other makerspace technology).
- Demonstrated experience in developing and delivering technology-based programming.
- Strong problem solving, mature judgment, and exceptional customer service and interpersonal skills.
- Excellent organizational and time management skills. Able to function well in a busy environment and work with minimal supervision.
- Ability to provide in-depth reference, reader's advisory, and circulation services.
- Good written and oral communication skills. Fluency in English (verbal, writing, and reading). Second language spoken an asset.
- Experience with SirsiDynix Symphony integrated library system an asset.
- Successful candidate will be required to produce a vulnerable sector check dated within 6 months.

Compensation

\$58,076 per annum; benefits package.

Application Process

Please submit your application to: Hiring Manager, jobs@egpl.ca

Applications should be sent as a single PDF file including both a cover letter and resume.

PDF files should be labelled "First Name Last Name - Digital Literacy Specialist Application".

Additional Comments

East Gwillimbury Public Library is committed to creating a respectful and inclusive environment that accommodates all individuals, including those with disabilities. We support the principles of the *Accessibility for Ontarians with Disabilities Act* (AODA) and have established policies, procedures, and practices which adhere to the accessibility standards of the AODA. Should you require any accommodation throughout the recruitment process please notify the contact person identified in this posting.

We thank all applicants for their interest, however only those being considered for an interview will be contacted. Personal information is collected in accordance with the *Municipal Freedom of Information and Protection of Personal Privacy Act* and will only be used for candidate selection.