

External Job Posting, Pickering Public Library

Are you looking for a [summer job](#)? Are you passionate about [local history and genealogy](#)? Do you value [building positive experiences for library clients](#)? Then this role is for you!

Libraries are about people. Serving our community is at the heart of what we do. Pickering Public Library has a temporary job opening for a **Local History Assistant – Summer Student**.

SUMMARY

The Pickering Local History Collection (PLHC) tells the story of Pickering from its earliest people to today's growing City by collecting, preserving, and making available Pickering's documentary history to the community. The Local History Assistant will work with the Local History and Genealogy Specialist and PLHC and gain valuable, professional experience working in a local history and genealogy department.

The Local History Assistant will assist with the inventory, documentation, and assessment of archival collections relating to the history of the community; facilitating access to local history materials; developing local history displays; and managing records in Laserfiche. Working alongside the Local History and Genealogy Specialist, the Local History Assistant will support Local History operations at the library and gain a keen understanding of record management, digitization, and project management.

Salary: \$18.39 per hour
Hours: 35 hours per week
Start date: May 27, 2023
End date: August 30th, 2024

CANDIDATE ELIGIBILITY

This position is funded by Young Canada Works. Candidates must meet eligibility criteria. Any individual may be eligible for employment if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada;
 - Note: Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible.
- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment
- will not have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment;
- have been a full-time high school, college, CEGEP or university student (as defined by their educational institution) in the semester preceding the YCW work assignment; and
- intend to return to full-time studies in the semester following the YCW work assignment.

Note: Priority will be given to students who have not previously participated in the YCWHO employment program.

DUTIES AND RESPONSIBILITIES

- Using Laserfiche, updates the PLHC database: document scanning/uploading, digitization, indexing, data entry, location codes, data clean up etc.
- Assist with rehousing upgrades of materials to archival standards.
- Understands, interprets, and applies Canadian Copyright Law to materials in PLHC.
- Work with clients to fulfill research requests and answer questions related to Local History materials.
- Assists in facilitating Genealogy programs.
- Participates in staff meetings, health and safety initiatives, and training opportunities.

MINIMUM REQUIREMENTS

- Current post secondary student pursuing a degree or diploma in Archives and Records Management, Library and Information Science, Museum Studies, Public History, History, or equivalent.
- Detail oriented with superior organizational and time management skills.
- Interest and familiarity with Canadian history.
- Superior written and oral communication skills.
- Strong technology skills; MS suite, social media, and database management.
- Ability to work flexible hours, including evenings and weekends, as required.
- Familiarity with database software Laserfiche is an asset; familiarity with Adobe photoshop is an asset.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.

The successful applicant will be scheduled to work varying shifts including days, evenings, and weekends. The applicant may be scheduled at any location within the library system. Hybrid work arrangement possible in accordance with the Library's Telework Policy.

We thank all applicants for their interest. Please note that only applicants selected for an interview will be contacted. A satisfactory Vulnerable Sector Check is required for most jobs at the Library. Please note that job offers will only be made upon successful completion of all background checks.

Qualified candidates may submit a detailed cover letter and resume no later than 12 noon (Eastern Standard Time) on Monday, April 29, 2024 to:

Human Resources Associate
Human Resources Department
One The Esplanade
Pickering, ON L1V 6K7

By Email: hr@pickering.ca
By Fax: 905.420.4638
Online: <https://pickeringlibrary.ca/job-opportunities/>

Alternate formats available upon request. Please contact Human Resources.

Pickering Public Library is committed to inclusive, accessible, and barrier-free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. We encourage and welcome applications from qualified applicants including members of racialized groups, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. Please let us know if you require an accommodation and we will work with you to ensure a barrier-free hiring process. For further information about Accessibility at Pickering Public Library, visit <https://pickeringlibrary.ca/faq/job-opportunities/>.