

The team at the Pickering Public Library are collaborators and innovators. We embrace change, diversity and inclusion. We understand “the why” behind what we do, and we put library clients first.

Our hope is that when anyone visits the Pickering Public Library, whether in person or online, they don't just walk through a door. Instead, they step into a space that offers everyone possibility. Reveals potential. And provides community for all.

Does this sound like a workplace that aligns with the contributions you want to make in your career?

The Pickering Public Library has a **permanent full-time** opening for a reliable and hardworking **Indigenous Relations and Outreach Associate**.

Summary:

This role supports the Library's reconciliation journey and focuses on learning from Indigenous communities and honoring the knowledge and experiences of Indigenous Peoples in Canada while advancing historical truth and systemic change. The role aims to respectfully reflect First Nations, Inuit, and Métis communities within Library spaces and services.

This role will coordinate and implement strategies and plans to improve Indigenous engagement and inclusion in library programs, services and spaces. This is accomplished through collaborating and coordinating with Indigenous Elders, Knowledge Carriers, communities, organizations, and community members to develop approaches and plans that honour Indigenous cultures and communities and facilitates meaningful client experiences that contribute to a positive, safe, and inclusive environment for all.

The Library is grateful for the support and guidance received from Indigenous serving community organizations in helping to shape this role.

Salary: Annual salary range starting at \$54,491 (including a comprehensive benefits package and OMERS pension plan)

Hours: 35 per week

The Successful Applicant:

- Actively connects with diverse Indigenous communities to bring forward feedback to inform outcomes and identify gaps to improve library programs, services, collections and spaces for Indigenous residents.
- Supports the development of an Indigenous community advisory group that will work collaboratively with library staff to create and implement action plans that improve library services, programs and spaces.
- Prepares and facilitates programs and activities for all members of the public (in-person and online) under the direction of senior staff.
- Provides direct in-house services to clients based on scheduled public service team needs any day of the week.
- Organizes and conducts a variety of outreach activities including tours and school visits. Assists with event planning and coordination activities including gathering resources, contacting partners, staff, and volunteers.
- Prepares and organizes program equipment and supplies, maintaining an inventory of supplies.
- Generates program related marketing and digital content.
- Performs program related visual merchandising.
- Performs borrower services duties as required.
- Prepares statistics and reports as required.
- May provide instructions to junior staff and supervise their tasks. This includes volunteers.
- Stays current with developments and emerging trends within the field and in the community as it applies to enhancement of services in support of the library as a learning organization.
- Demonstrates and maintains the required level of technical proficiency.
- Other duties consistent with job responsibilities.

Applicants Must Have:

- Completion of a post-secondary studies in Community/Human Relations, Equity Studies, Social Justice, Indigenous Studies preferred and/or a combination of relevant work experience and education.
- 9 months related experience (program facilitation - all ages, event planning/project management, digital content creation, relationship building with Indigenous communities).
- Considerable knowledge and understanding of Indigenous cultures, ways of knowing and connecting, local traditions and protocols.
- Self-identification and lived experience as an Indigenous person such as First Nations/Inuit/Métis with deep roots in and connections to Indigenous communities.

- Strong leadership and relationship-building skills.
- Strong time management, communication, and interpersonal skills with demonstrated enthusiasm for client interactions with a broad range of audiences in diverse settings
- Strong technology skills: MS Office skills (Word, Excel, and Outlook), social media, creative technology platforms.
- Must be available to work flexible hours – days, multiple evenings, and weekends.
- Regular access to a vehicle along with a valid driver's license is required for this role.

The applicant may be scheduled at any location within the Library system.

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 complete an [online application form](#) where you will be required to upload your resume and cover letter (PDFs only) on or before **December 31st, 2024**.

Alternate formats of this document are available upon request.
Please speak to Human Resources for assistance.