



Employment Opportunity
The North Kawartha Public Library
is accepting applications for the position of
Permanent Part-Time Programming Coordinator

The Programming Coordinator is responsible for assisting the Technical Services and Programming Manager in researching, promoting and delivering programming services to the community. The Coordinator will be responsible for helping to plan and host programs and events.

We are seeking an energetic, creative and enthusiastic individual, with excellent communication and technical skills, as well as a proven ability to deal with the public.

This position is for 22.5 hours per week and may include evenings and weekends. Hourly salary range for 2023 \$21.02 to 23.36.

A valid driver's licence and use of vehicle are required. There may also be occasional travel to our Woodview Branch. The successful applicant will be required to provide a Vulnerable Sector Police Check.

The complete job description is available on the Library's Website or by contacting the Library at (705) 656-4333.

The North Kawartha Public Library is an employment equity employer and invites applications from women, aboriginal peoples, visible minorities and persons with disabilities. While the library appreciates all applications, please note that only applications from candidates considered for an interview will be acknowledged.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at (705)656-4333. Applicants requiring accommodation are asked to contact Debbie Hall, CEO/Librarian.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used for the purpose of job selection. Applicants are invited to submit a detailed resume in a sealed envelope, clearly marked "Application – "Programming Coordinator" by 5:00 p.m. on Thursday, November 30, 2023 addressed to Debbie Hall, CEO, North Kawartha Public Library, P.O. Box 335,175 Burleigh Street, Apsley, Ontario, K0L 1A0. Resumes will also be accepted by email at: d.hall@northkawarthalibrary.com .

www.northkawarthalibrary.com