

**CASUAL EMPLOYMENT OPPORTUNITY
(up to 1 year)**

**Chaleur Regional Office
PUBLIC SERVICES LIBRARIAN
Bilingual, Full-Time
(Pay Band 4)
Campbellton**

WHO WE ARE:

The Chaleur Library Region is one of 5 library regions that make up the New Brunswick Public Library Service (NBPLS). It is comprised of 12 libraries that serve the Restigouche and Gloucester counties. You will be based out of the Regional Office, in Campbellton, which acts as administrative support for the libraries in the region.

THE POSITION:

You will be responsible for:

- planning, developing, coordinating, and delivering staff training
- creating graphics such as social media images and print publications
- coaching staff on the use of marketing, promotional and public relations strategies and tools
- participating in provincial and regional committees
- supporting programming initiatives regionally and provincially
- establishing relationships with community groups and potential partners
- delivering presentations, conducting research, preparing reports, and overseeing grant applications and their management.

As a member of the regional office, you will work alongside the regional management team to achieve the strategic goals of the New Brunswick Public Library Service.

This is a Monday to Friday position; however, some evening and weekend work may be required. Some travel may also be required. Library work will involve lifting. You will report to the Regional Director.

TO BE SUCCESSFUL:

We are looking for people with diverse backgrounds that bring a combination of the following:

- **Skills:** You will possess leadership, communication, interpersonal and supervisory skills. A demonstrated sense of organization as well as a strong aptitude for public service, research, problem solving, analysis and teamwork is necessary.
- **Language:** Written and spoken competence in English and French is required.
- **Education:** Master's degree in Library and/or Information Studies from an ALA accredited program and a minimum of two (2) years of relevant experience.

Experience using email, library automation software, the Internet and MS-Word is necessary.



Please ensure that your preferred language for assessment (English or French) is identified on your resume. You must clearly demonstrate the essential qualifications to be given further consideration.

Resumes should be in chronological order specifying education and employment in months and years including part-time and full-time employment.

If we have difficulty recruiting for this position, you may be considered if you have less than 2 (two) years of experience at a salary commensurate with your experience.

SALARY: \$53,456 to \$74,776 per annum.

HOW TO APPLY:

Please submit your application (letter and up-to-date resume) along with a copy of a certificate confirming completion of the level of education required by email, mail or fax to the address indicated below. Please state in your letter that you are applying for the casual position of Public Services Librarian at the Chaleur Regional Office.

Administrative Assistant
Chaleur Regional Office
113A Roseberry Street
Campbellton, NB E3N 2G6
Fax: (506) 789-7318
Email: NBPLS-SBPNB.Chaleur@gnb.ca

Thank you for applying. We will be contacting employees who have been selected for further consideration. This competition will remain open until the position is filled and may be used to fill future vacancies at the same level.

A casual worker shall not be employed in any one department for more than 260 paid days in a 24-month period.

EQUAL OPPORTUNITY EMPLOYER:

We are an Equal Opportunity Employer. We are committed to building a workforce that reflects the diversity of our communities in which we live and serve. We encourage and support applications from Indigenous persons, persons with disabilities, and members of visible minority groups. Candidates registered with the [Equal Employment Opportunity Program](#) and veterans, who are among the most qualified, will be given preference at the time of selection.

Check out what it is like to work at the Government of New Brunswick, where we are working together as [One Team One GNB](#) to improve the lives of New Brunswickers every day!