

Pinawa Public Library Employment Opportunity

Part-time Library Assistant

- up to 7 hours per week
- start date to be determined

Responsibilities:

- learn the tasks required for day-to-day operation of the Library
- fill in mornings/afternoons/evenings as necessary
- assist and communicate effectively with patrons

The preferred applicant will:

- have knowledge of library practices and procedures including the Dewey system
- be proficient in MS Word and Excel
- have the ability to learn library software programs
- possess strong verbal and written communication skills
- have the ability to work independently and cooperatively with others

Please submit resumé, with references, to:

Selection Committee
Pinawa Public Library
Pinawa MB R0E 1L0

Deadline for applications: 4:00 p.m., Friday, February 9, 2018