



Community Development & Programming Associate (CDPA)

Niagara Falls Public Library

Permanent Part-Time

Niagara Falls Public Library is seeking a part-time Community Development & Programming Associate (CDPA) to provide a variety of programming services, to sustain and develop relationships between the Library and its various communities.

Key Responsibilities:

- Assists in planning, and prepares and delivers designated programs.
- Recommends customer programming needs that arise from working with the public.
- Provides service feedback.
- Provides administrative support for assigned areas.
- Identifies and resolves service problems, and reports those requiring further resolution.
- Participates in and contributes towards library committees, meetings, and events.
- Provides back-up public services as required.
- Assists with specific branch projects.
- Reports problems with physical plant and equipment.
- Directs pages' programming tasks and workflow.
- Stays abreast of library communications.
- Prepares statistics and reports as required.
- Shares accountability for ensuring a safe and respectful workplace.
- Other duties consistent with job responsibilities

Skills, Knowledge, Training:

- College Diploma in relevant discipline (Early Childhood Education considered an asset)
- 1 years' relevant experience.
- Demonstrated familiarity with information in various formats.
- Demonstrated familiarity with basic library technology.
- Demonstrated understanding of community issues.
- Key Competencies:
 - Strong communications
 - Commitment to outstanding customer service
 - Planning and organization
 - Innovativeness/change management
 - Problem-solving/decision-making
 - Strong interpersonal skills
 - Programming & Outreach
 - Technology – Level Two
 - Reader's Advisory & Reference
 - Continuous Learning

Workplace Environment:

The NFPL strives to be a workplace which fosters respect for all customers and co-workers, and requires employee commitment to the following;

- Adherence to the legal requirements of all levels of government, e.g. Health and Safety, Human Rights, Harassment, Freedom of Information and Privacy.
- Adherence to the policies and procedures of the Library which implement these requirements.
- Building and nurturing positive relationships among and with customers and colleagues.
- Culture of teamwork, collaboration and respectful feedback.

Position Type:

Permanent Part Time

Wage:



4848 Victoria Avenue, Niagara Falls
Ontario L2E 4C5 Canada
905-356-8080 Fax 905-356-7004
my.nflibrary.ca

\$24.16 per hour (2018 starting rate)

Work Hours:

36 hours bi-weekly (includes weekends and evenings)

How to Apply:

Email your cover letter and resume detailing your qualifications to hr@nflibrary.ca

Applications will be accepted until **Monday May 27, 2019 at 5:00 pm.**

Applicants must be eligible to work in Canada.

The Niagara Falls Library is committed to providing accommodations in all aspects of the recruitment and hiring process under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).

While we appreciate all applicants, only those selected for an interview will be contacted.