

In January of 2015, the Calgary Public Library launched an exciting and ambitious strategic plan to re-imagine library services for Calgarians.

The new Calgary Public Library represents unlimited possibilities and inspires people of all ages to wonder, seek, discover, and share. Calgary's 20 (and growing) community libraries are community hubs that ignite learning, discussion, invention, and action and this is accomplished through the Library's commitment to:

- *be a vital part of strengthening neighbourhoods in a growing city*
- *bring the library into more people's lives by removing barriers and increasing access to information in all its forms*
- *focus on services that make a difference*
- *develop innovative and collaborative partnerships with our community to leverage collective knowledge and expertise*
- *build welcoming, inclusive and dynamic library spaces and places within the heart of our communities.*

The Calgary Public Library acknowledges the traditional territories and oral practices of the Blackfoot people, the Nakota people of the Stoney Nation, the Beaver people of the Tsuut'ina Nation, and the peoples of the Métis Nation of Alberta, Region Three.

Acknowledging the traditional lands of where our 20 libraries are located on is one small step in our efforts toward reconciliation. Calgary Public Library is committed to responding to the Truth and Reconciliation Commission's Calls to Action as well as the City of Calgary's White Goose Flying Report, a local response to the Truth and Reconciliation Commission's report.

As a public gathering space and information hub, the Library has the responsibility to create safe and inclusive spaces. The Library commits to honouring the lifelong learning traditions of Indigenous peoples, Indigenous teachings and practices, and providing opportunities to help educate Calgarians on the history and legacy of residential schools.

It is the goal of the Library to take meaningful and sustainable steps to Indigenize the Calgary Public Library System and ensure that the values of inclusivity, collaboration, and respect inform planning and decision making.

To achieve our vision, Calgary Public Library is seeking leaders with ideas, energy, passion and commitment who can help us make a difference in the lives of Calgarians and take public library services to a new level of excellence.

Program Assistant
(Temporary Part Time)

Calgary Public Library is engaging the Indigenous communities of Treaty 7 to create a community driven Indigenous Place Making Project for the New Central Library. Indigenous Place Making is creating visual structural installments, art and designing spaces reflective of Indigenous culture, history and tradition in our public, urban spaces.

This temporary part time Program Assistant position will support the Library's Indigenous Service Design Lead to commission Indigenous artists, support the call for artists, community engagement and support the installation phase that will activate Indigenous Place Making in the New Central Library.

Key Responsibilities

- Helping guide artists through the public art submission process.
- Help host informational, culturally-responsive and educational community engagement events and presentations.
- Assist with logistic scheduling and event planning for the Consultation events.
- Support the promotion of the project in the community.
- Catalog artist submissions.
- Assist with answering questions from staff and community members concerning the call out to artists.

Qualifications

- Completion of High School or GED and a minimum of two years directly related experience, or completion of a post-secondary diploma and at least one year of directly related experience.
- Knowledge and understanding of Indigenous communities including history, traditions and cultural protocols (specifically Treaty 7 communities).
- Experience delivering Indigenous programs and initiatives in a culturally sensitive way, grounded in an Indigenous perspective.
- Excellent relationship building skills, including respectful relationship building with members of Indigenous communities.
- Fluency in Indigenous language(s) will be considered an asset.
- Excellent customer service skills.
- Excellent verbal and written communications skills.
- Strong organizational skills.
- Intermediate level skills in applicable computer technologies.



Human Resources

In addition to the regular schedule below, occasional evening and weekend work may be required. Flexibility in work schedule is required to accommodate project needs.

Day:	Week 1:	Week 2:
Sunday		
Monday	9:00 – 2:00	9:00 – 2:00
Tuesday	9:00 – 2:00	9:00 – 2:00
Wednesday	9:00 – 2:00	9:00 – 2:00
Thursday	9:00 – 2:00	9:00 – 2:00
Friday		
Saturday		

Benefits

- Employee Family Assistance Program (EFAP)
- The opportunity to contribute to an award-winning library system, grow professionally and make a positive difference in the lives of Calgarians

How to apply:

If **Program Assistant** sounds like the next chapter in your career story, take this opportunity to make a real contribution to one of Canada's leading public library systems. Please send a cover letter and resume to: work@calgarylibrary.ca.

The closing date for this competition is May 4, 2018. Be sure to quote competition number “#144” in the subject line of your e-mail.

We thank all who apply but only those selected for an interview will be contacted. Any personal information submitted will be managed in accordance with the Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment. Canadian citizens and permanent residents of Canada will be given priority. Applicants must be legally eligible to work in Canada.