



Village of Fort Simpson EMPLOYMENT OPPORTUNITY

PERMANENT PART-TIME LIBRARIAN

PART-TIME POSITION

- This is a part-time position (26 hours weekly).

SKILLS

- Must be good with children
- Able to conduct internet searches
- Computer skills including the ability to operate computerized library
- Effective verbal, listening, and presentation communication skills
- Ability to work with the general public in a professional and friendly manner.
- Must possess strong organizational skills.
- Must be able to work with little supervision

DUTIES

- Respond to daily on-site requests for information
- Deliver Story Time, Reading Circle and other programs offered by the John Tsetso Memorial Library
- Complete administrative tasks as required.
- Perform other related duties as required.

SALARY

- This is a unionized position and is compensated at Range 2 of the Collective Agreement
- Benefits as per the Collective Agreement

CLOSING DATE

- Open until filled

Criminal Record Check Required

APPLICATIONS/RESUMES

Please quote the position title and send a cover letter and resume to:

Mail: Kevin Corrigan
Senior Administrative Officer
Village of Fort Simpson
Box 438
Fort Simpson, NT
X0E 0N0

Email: kcorrigan@fortsimpson.com

Fax: (867) 695-2005

In Person: Village Office, 10005-100 Street, Fort Simpson, NT

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED