



Library Assistant – Programming position available

We need a creative event planner who loves working with adults and seniors, to join our team!

The Library Assistant – Programming is responsible for providing the full scope of library services to the public, employing excellent customer service skills. The Library Assistant – Programming is primarily responsible for preparing, promoting and delivering library programming and events for adults (including passive, virtual, live and in-person), and provides support for the public using computers and the Internet. The Library Assistant – Programming works in a team assisting the Chief Librarian with planning, organization, management and administration, in assigned areas of responsibility.

Hours: Part time, 15-20 hours per week, occasional evenings and weekends, flexible scheduling.

Skills and Experience:

- Minimum two (2) years' experience working in public library services with programming as part of your responsibilities (preferred)
- Has thorough knowledge of public library operation
- Is familiar with automated Integrated Library Management system
- Is competent with Windows, Microsoft Office Suite, Internet, social networks and email
- Should demonstrate excellent interpersonal skills with the ability to deliver exceptional customer service
- Has effective oral and written communication skills in English, with the ability to establish and maintain friendly and effective working relationships with customers, employees, volunteers, community groups and other agencies
- Has ability to achieve effective programming to meet the needs of the community

Qualifications:

- Post-secondary education such as a Library and Information Technician Diploma is an asset, or an equivalent 2-year diploma in a related field (e.g. Recreation and Leisure)

A full job description may be obtained at <https://hanoverlibrary.ca>, or by contacting Carolyn Caskanette at 519-364-1420 or ccaskanette@hanoverlibrary.ca

To Apply:

Qualified applicants are invited to submit a cover letter and resume by email by 5:00pm on Sunday October 31, 2025.

To: **Carolyn Caskanette** - CEO / Chief Librarian

Email: ccaskanette@hanoverlibrary.ca

Web: hanoverlibrary.ca

Hanover Public Library

Tel: 519.364.1420

451 10th Ave, Hanover, ON, N4N 2P1

The Hanover Public Library is an Equal Opportunity Employer and values diversity in the workplace.

The library will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. Applicants selected for interview must make their accessibility needs known in advance to ensure your equal participation. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used solely for candidate selection.

We thank each applicant for their interest. However, only candidates selected for interview will be contacted.