

Employment Opportunity

Position:	Program Assistant (Mandarin Speaking)	Job Code:	CPL2024-39
Position Type:	Permanent Part Time	Hours of Work:	4.5 hours per week
Location:	All	Department:	Programming & Community Connections
Pay Grade:	14	Hourly Rate:	\$28.52 per hour
Posting Date:	October 10, 2024	Closing Date:	October 21, 2024 or until filled

Coquitlam Public Library

Coquitlam Public Library creates joy in discovery, fosters inclusion and promotes knowledge by providing innovative experiences, spaces and services. We are committed to inclusion, team wellbeing & culture, partnerships & engagement, Truth & Reconciliation and leading into the future, as well as increased library access through physical, online and mobile services. The library has two branches as well as the Library Link, our mobile library.

Position Overview

Coquitlam Public Library is currently seeking a Program Assistant to join our team. This is an entry level position within the Library. The primary focus of this position will be to provide exceptional customer service to the customers of the Library while assisting in the presentation, development, implementation and maintenance of Library programs and projects. This position interacts with all Library customers, with a specific focus on Mandarin story times. This work is physically demanding and repetitive in nature.

Duties Include

- Assists in the preparation, development, implementation and maintenance of library material, programs and projects;
- Prepares and presents story times for children, school visits and the like;
- Visits various community organizations to facilitate relationships; provides story times, library and literacy information
- Attends community events and programs for adults, teens and children; hosts visits and conducts tours for library customers including but not limited to school groups and adult learners;
- Supports the Library's homebound service; provides delivery of materials and assists with readers' inquiries
- Other duties as assigned.

Conditions of Employment

- Successful incumbent must complete a criminal record check prior to commencing work;
- Required to join CUPE Local #561;
- Required to work at any branch in the Coquitlam Public Library system as well as Library Link.

Requirements

- Must be fluent in Mandarin.
- Cantonese language skills an asset.
- Completion of Grade 12, preferably including or supplemented by word processing courses plus some related experience or an equivalent combination of training and experience.
- Ability to follow verbal and written instruction while taking initiative. Must have a solid work ethic and be self-motivated. A curiosity for learning new technologies is an asset.
- Excellent command of verbal and written English and Mandarin communication skills.
- Well-developed interpersonal skills required, as this position works with various library staff and the public.
- Ability to be friendly and welcoming to a diverse and multicultural customer base.
- Must be able to perform various physical tasks such as walking and standing for lengthy periods of time, pushing book carts weighing approximately 50 lbs, and lifting, bending and twisting (along with other repeated physical movements).
- Demonstrated ability to use creativity and enthusiasm when assisting in programming.
- Must have a strong attention to detail and an ability to consistently perform tasks accurately and in a timely fashion.

- Travel between all locations is required. Shifts may be assigned at either branch as well as Library Link.
- Valid driver's licence.

What We Offer

In addition to an excellent compensation package, we provide a working environment that supports knowledge, innovation and fun. With a strong focus on safety, we strive to inspire learning and service to our diverse community. If you have a proven commitment to providing exceptional customer service in a team environment, with a friendly, patient and outgoing personality, we are interested in hearing from you.

TO APPLY FOR THIS POSITION:

Please send an email to humanresources@coqlibrary.ca with your cover letter (indicating your availability) and resume attached in PDF format. The subject line must include the job code. If you are applying for more than one posting, only one email is required; however, please include all applicable job codes in the subject line.

ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.