

Job Posting

Regional Library Assistant (Mulgrave)



Job ad posted: April 17, 2026

Application Deadline: May 4, 2026

Wage: \$24.70 per hour

Number of hours bi-weekly: 70

Hours of work: Monday to Friday, 8:30am-4:30pm

Location: ECRL Regional Office, Mulgrave, Nova Scotia

Position Type: Full-time, Permanent

Job Classification: Regional Library Assistant

Reports to: Director, Collections and Technology

Eastern Counties Regional Library (ECRL) is seeking a detail-oriented, adaptable, and service-driven professional to join our team as a Regional Library Assistant. This role is ideal for a highly organized individual who enjoys a balance of customer service and behind-the-scenes administrative work. The successful candidate will play a key role in circulating library materials by mail, assisting users in accessing services by phone and email, and supporting a range of operational and administrative functions essential to rural library services.

The successful candidate will:

- Provide professional customer service and communicate clearly and accurately about library services by phone and email. They will demonstrate strong digital literacy and be able to adjust their guidance to match each user's level of comfort and understanding.
- Provide circulation services using the Integrated Library System (e.g., creating and updating user accounts, checking items in and out, placing holds, etc). This work requires keen attention to detail and confidentiality.
- Work on collection development and maintenance tasks (e.g., allocation of materials, editing item records in the Integrated Library System, physical processing of new materials and materials needing maintenance/repair, preparing deleted items for proper disposal, etc).
- Perform clerical and administrative activities (e.g., preparing reports, printing, scanning, shredding, laminating, mailing, faxing, manual and electronic filing, data entry, etc). This work requires the frequent use of MS Word and MS Excel and various databases.

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- Pack materials (e.g., letter mail, mail bags, boxes) and sort them for shipment via ECRL deliveries, Canada Post, and courier services.
- Understand the significant role of technology in providing library services, and possess the ability, willingness, and commitment to learn and adapt to new technology (e.g., equipment, software, applications, etc).
- Repeatedly lift and move boxes and other materials weighing up to 9kg/20lbs utilizing safe lifting techniques. They will also be frequently required to walk, bend, push, reach, turn, and lift (e.g., pushing book carts, unloading and loading mail bags and bins, etc).
- Commit to the respectful treatment and inclusion of people of all gender identities, sexual orientations, races, religions, abilities, and appearances.

Skills and Competencies Required

- Post-secondary education with preference given to a diploma in Library Information Technology or Office Administration
- High level of proficiency using standard computer applications, including but not limited to Microsoft Word and Excel
- Experience using an automated Library Information System considered an asset
- Written and verbal French language skills considered an asset
- A successful Criminal Records Check and Vulnerable Sector Check
- Legally entitled to work in Canada

Job Applications

If interested in applying for this position, please email a cover letter stating your qualifications and interest in the position with a resume and three work references to Amanda Campbell, Director, Collections and Technology at jobs@ecrl.ca.

Please note:

- Only those applicants who are shortlisted for an interview will be contacted.
- Eastern Counties Regional Library reserves the right to withdraw the competition if a suitable candidate cannot be found.
- The successful candidate must have reliable transportation and be available to work the regularly scheduled hours listed in this job description.