



Eastern Counties Regional Library Job Posting

Library Assistant Inverness County

Eastern Counties Regional Library is seeking an individual who enjoys helping people and has advanced computer and communication skills to fill a part-time, permanent position (60 hrs bi-weekly). This position will work primarily at the Margaree Forks-Coady & Tompkins Memorial Public Library and will provide coverage for ECRL locations in Mabou and Chéticamp. The successful candidate must be able to travel between library locations and be available for scheduling changes.

The September 2026 to January 2027 weekly schedule for this position is as follows:
Mabou – Monday 9:15am-12:30pm & 1:30pm-4:15pm (paid for 7.5hrs)
Margaree Forks – Wednesday-Friday: 9:45am-1pm & 2-6:15pm

***Please note after January 2027 the usual weekly schedule will revert to:
Margaree Forks – Wednesday-Saturdays: 9:45am-1pm & 2-6:15pm***

Duties to include (but not limited to):

- Responsible for offering equal services to everyone in a welcoming and inclusive environment.
- Responsible for the circulation of library materials with special attention paid to maintaining the privacy of library users.
- Responsible for administrative tasks including communicating branch supply requests, operating a payment system, recording and reporting of statistics, shelving and maintaining order of the library collection, and more.
- Responsible for communicating with the public about library services and branch-specific information.
- Responsible for planning and carrying out programming for children and adults (e.g., storytimes, author readings, technology lessons).

Notable Physical and Mental Demands

Physical demands:

- Lifting and moving boxes weighing up to 20 lbs.
- Reaching, bending and lifting to retrieve and shelve materials.
- Brief and long periods in front of a computer monitor.

Mental Demands:

- Particular attention to detail and accuracy is required.
- Must maintain familiarity with a continually expanding and changing collection and retain the ability to use a wide variety of resources.
- Particular sensitivity to the nature of reference work and the requirement to maintain confidentiality.

Skills and Competencies Required

- Reports honestly and reliably, exercising sound judgment in bringing issues to the attention of the supervisor.
- Maintains a professional attitude in interactions with the public, staff, and administration.
- Engages in continuous self-directed learning to improve skills, with an emphasis on computer, software, and other technology skills.
- Brings an understanding to the work that regardless of people's differences (sexual orientation, gender expression, cultural background, race, disability, etc.), they are all entitled to equal treatment and equal service.
- Organizes workload efficiently with attention to detail.
- Must have reliable transportation.

Assets

- **Bilingualism (Written and spoken competence in English and French is preferred).**
- Post-secondary education preferred.
- Customer service experience.
- Library experience or Library diploma.
- Cultural knowledge or lived experience.

Posted: Friday, July 24, 2026

Application Deadline: Review of applications will begin immediately

Anticipated start date: As soon as possible

Wage: \$20/hr

Job Classification: Library Assistant

Reports to: Director, Communications and Engagement

Eastern Counties Regional Library is an equal opportunity employer. If you need assistance or an accommodation due to a disability, you may contact us at jobs@ecrl.ca. 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.

Please submit by email a cover letter stating your qualifications and interest in the position with a resume and three work references to:

Michelle Greencorn - Director, Communications and Engagement
Eastern Counties Regional Library
Email: jobs@ecrl.ca