



## **Information Associate – Community Engagement (Part-time)**

The Welland Public Library is seeking a part-time Information Associate – Community Engagement. Under the direction of the Manager of Programming and Outreach, this unionized position will work a minimum of 16 hours weekly and will be responsible for creating promotional materials, updating social media/website, and assisting in outreach, community relations, and fundraising activities.

### **Position Requirements:**

- Post-secondary diploma in marketing/public relations, communications or journalism or diploma in Library Techniques
- Two (2) years of experience working in Marketing and Communications in a public library or similar setting
- Demonstrated experience in public relations, marketing and promotion
- Demonstrated experience with social media platforms and their respective participants; and how they can be deployed
- Demonstrated experience in web design and content management
- Strong communication and time management skills
- Demonstrated computer competencies in various computer applications including Microsoft Suite and desktop publishing software
- Must be able to work a variety of hours including evenings and weekends
- Working knowledge of the French language is considered an asset

The rate of pay for this position is \$21.85 - \$26.19 (under review).

Qualified applicants are encouraged to submit a current resume clearly marked “**PT Information Associate – Community Engagement WPL**” via email to [hr@welland.ca](mailto:hr@welland.ca) or in person at:

Human Resources Department  
City of Welland  
60 East Main Street  
Welland, Ontario  
L3B 3X4

### **Posting closes at 4:00pm on Tuesday, February 19<sup>th</sup>, 2019**

The Welland Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. The Welland Public Library is committed to accommodating persons with disabilities. Should you require any accommodations, we will work to meet your needs.

All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. No phone calls please.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.