



Job Opportunity
Local History Assistant – Summer Position
(1 position - 30 hours per week)
Innisfil ideaLAB & Library (www.innisfilidealab.ca)

Position Description:

The Local History Assistant will work as part of our dynamic team to capture community memory and connect the library and its heritage resources with the Innisfil community through a series of exciting local history projects. The successful candidate will be primarily responsible for the digitization and publication of two important collections of historical records to the *Our Stories Innisfil* database [www.ourstoriesinnisfil.ca]. The Local History Assistant will also actively participate in the planning process for the Town of Innisfil's Bicentennial celebrations by conducting research and making creative suggestions for commemorative projects. Additionally, the successful candidate will learn interview and filming techniques in order to independently conduct an oral history interview.

Qualifications:

- Enrolled in university or community college full-time in 2018-2019 and intending to return in September full-time for 2019-2020 (grant requirement);
- Between the ages of 16 and 30 (grant requirement);
- Canadian citizen or a permanent resident, or have refugee status in Canada
- Must be available to work flexible hours, including evenings and weekends, at all branches of the library system or off-site;
- Excellent communication and writing skills, able to work independently with minimal supervision as well as part of a team, takes initiative, and thrives in an environment that encourages self-directed time-management;
- Excellent computer skills and attention to detail [familiarity with digitization equipment and best practices an asset];
- Strong research skills and ability to think creatively;
- Valid driver's license and reliable transportation;
- Police records check is required.

Fifteen-week position starting May 20, 2019, with a 30-hour work week. This position is dependent on receiving a Young Canada Works grant.

Please mail or email resumes by April 23 at 5:00 p.m. to:

Jayne Asselstine, Deputy Chief Librarian
Innisfil ideaLAB & Library
967 Innisfil Beach Road, Innisfil, Ontario, L9S 1V3
Email: jobs@innisfilidealab.ca
Subject line to read: Local History Assistant – Summer Position

We thank all applicants for their interest; however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes.

The Innisfil Public Library & ideaLAB encourages employment opportunities to be available to all persons on the basis of applicable skills and qualifications. Accommodations for disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation please contact the Deputy Chief Librarian.