



The Petawawa Public Library

Seeks a

Public Relations Librarian

(contract position with the possibility of permanent full-time)

The Petawawa Library is a dynamic, forward thinking library with a current membership of over 7,000. With a newly expanded and renovated facility, the library provides a beautiful environment in which to work. We are at the heart of charming Petawawa which has a population of over 15,000 and is a unique community as it is also home to C.F.B. Petawawa. Petawawa is a growing community in a relaxing, natural setting. Visit our website at www.petawawapubliclibrary.ca to view our vision and mission statements.

Job Description Overview

We are looking for a dynamic, proactive, and service-oriented candidate. Reporting to the Chief Executive officer, and working in a team environment, the Public Relations Librarian will:

- Provide public relations and marketing services that support the mandate and vision of the Petawawa Public Library
- Provide adult programming that supports the library's services
- Develop and implement a fundraising program for the library
- Coordinate and train adult volunteers
- Provide public service by working the circulation desk as scheduled

Qualifications:

- Library Technician or equivalent
- Public relations and marketing experience or not for profit experience required
- Library programming experience preferred

Special Skills:

- Computer knowledge, including, MS Office and publishing software
- Knowledge of current microcomputer hardware and software and familiarity with social media applications
- Able to troubleshoot minor computer issues
- Self-motivated
- Ability to think quickly under pressure
- Able to work with deadlines
- Pleasant and friendly attitude
- French an asset

Salary range: \$17.04-\$20.05

To view the complete job description visit our web site: www.petawawapubliclibrary.ca

Application deadline: January 26, 2012 at 4 p.m.

Apply by email to: jcoulas@bellnet.ca

by mail to: Janet Coulas, Chief Executive Officer
Petawawa Public Library,
16 Civic Centre Rd.,
Petawawa, Ontario K8H 3H5

or fax: (613)-687-2527

We thank all applicants for their interest. However, only those considered for an interview will be contacted.