

Job Posting

Milton Public Library is committed to inspiring through discovery, collaboration and creation. As one of the fastest-growing municipalities in North America, Milton Public Library (MPL) is an award winning system focused on innovation. MPL empowers the community to: Read. Learn. Innovate. Connect.

Position: Diversity Audit Assistant – Physical Collection

Status: Internship – 6 months

Salary Range: \$17.20 per hour

Home Location: Main Branch

Hours of Work: Up to an average of 24 hours per week including evenings and weekends

Position Summary:

Milton Public Library is seeking an enthusiastic and detail-oriented Diversity Audit Assistant to join our team. This internship provides an exciting opportunity to contribute to an ongoing diversity audit of MPL's physical collection. The successful candidate will gain hands-on experience in library operations, collection analysis, and diversity, equity, and inclusion (DEI) initiatives.

Typical Duties and Responsibilities:

- Conduct a thorough review of MPL's physical collection to identify gaps in representation and inclusivity
- Review and analyze the library's physical collection using established diversity audit tools and criteria
- Analyze data on collection content to ensure alignment with community demographics and DEI priorities
- Collaborate with library staff to develop recommendations for enhancing collection diversity
- Assist in compiling reports and presenting findings to stakeholders
- Support the organization of resources to improve accessibility and inclusivity

Qualifications/Competencies:

- Post-secondary degree/diploma in Library and Information Science or related field
- Effective writing and communication skills
- Proficiency in multiple languages is an asset
- Ability to work independently and as part of a team
- Excellent time management skills
- Excellent attention to detail
- Strong interpersonal skills

Work Environment:

- Unionized position as part of CUPE Local 4366
- Ability to bend and reach upper and lower shelves and lift items up to 10kg

- Works in a fast-paced environment
- Works as per the assigned schedule

Eligibility:

This position is funded by Young Canada Works (YCW). As such, all Candidates must meet YCW requirements as outlined below:

- Be a Canadian citizen or a permanent resident or have refugee status in Canada
Note: Non-Canadian students or graduates holding temporary work visas or awaiting permanent resident status are not eligible
- Be legally entitled to work in Canada (have a valid social insurance number)
- Be between 16 and 30 years of age inclusively at the start of employment
- Be registered as a high school, college, CEGEP or university student or be a graduate from college or university

Candidates must meet the eligibility criteria for the "Young Canada Works at Building Careers in Heritage" program. Please refer to:

[Young Canada Works at Building Careers in Heritage \(graduates\) - Canada.ca](http://Canada.ca/YoungCanadaWorks/BuildingCareersInHeritage/graduates)

Candidates can register for the YCW program by creating an account here:

[Sign in - Young Canada Works - Canada.ca](http://Canada.ca/YoungCanadaWorks/signin)

Application Process:

Interested candidates are asked to submit a resume and cover letter indicating how they meet the qualifications of this position by May 4 by 11:59 pm quoting posting 25-05 to:

Human Resources

Email: careers@beinspired.ca

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

The Milton Public Library thanks all applicants for their interest, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, for recruitment purposes.

Questions about this collection of personal information should be directed to: Chief Librarian,
Milton Public Library, 1010 Main Street East, Milton, ON, L9T 6H7

The Milton Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact Human Resources at careers@beinspired.ca