

## 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:** Outreach Literacy Programming Coordinator - Multilingual

**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:

The Outreach Literacy Programming Coordinator - Multilingual will be pivotal in advancing literacy initiatives with a specialized focus on multilingual communities. This dynamic position involves designing, implementing, and overseeing targeted literacy programs to enhance literacy rates and cultural relevance. The successful candidate will be responsible for creating and disseminating multilingual educational materials, establishing community partnerships, and conducting training sessions to build capacity within diverse linguistic environments. The role includes data analysis to measure program impact, advocacy for inclusive education policies, and staying abreast of innovative technologies for effective outreach. The candidate will be passionate about literacy, possess cultural sensitivity, and have a commitment to promoting education in multilingual settings.

### Typical Duties and Responsibilities:

- Develop and implement targeted literacy programs with a focus on multilingual communities
- Create and disseminate multilingual educational materials to cater to diverse linguistic backgrounds
- Establish and maintain partnerships with community organizations, schools, and local leaders
- Conduct training sessions to enhance the capacity of educators, community leaders, and volunteers
- Collect and analyze data to assess program effectiveness and inform decision-making
- Advocate for policies that promote multilingual literacy and inclusivity in education
- Stay informed about innovative technologies and methodologies in literacy education
- Attends outreach opportunities to events and programs serving multilingual communities

### Qualifications/Competencies:

- Post-secondary degree/diploma
- 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](#)

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

[Sign in - Young Canada Works - Canada.ca](#)

**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 25-04 to:

Human Resources

Email: [careers@beinspired.ca](mailto: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: CEO/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](mailto:careers@beinspired.ca)