



**Community Engagement and Programming Manager**  
**Township of Georgian Bay Public Library**  
**Honey Harbour, MacTier, and Port Severn, Ontario**

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Interested in joining a growing community? Georgian Bay Public Library is looking for a Community Engagement and Programming Manager!

We are a Library system made up of three branches located 1.5 hours north of Toronto in the heart of cottage country. We work closely with our Municipal partners to ensure that as we grow, we continue to offer exceptional services to all residents. We value the history and the cultural roots of our community and benefit from being located along the shores of beautiful Georgian Bay.

**ABOUT THE POSITION:**

Are you a creative individual who is passionate about community building and Library programming? Georgian Bay Public Library is seeking an innovative outside of the box thinker who can lead our community engagement and programming to reach residents across our Township.

Reporting to the CEO you will lead and shape our community development and community programming strategies through activities like class visits, working with local committees and community groups, and leading on and off-site Library programming. Additionally, you will support the day-to-day Library operations at all three locations as needed. In the absence of the CEO the Community Engagement and Programming Manager may perform some of the duties of the CEO as required.

**QUALIFICATIONS:**

- Library Technician's diploma, EXCEL Certificate, or diploma in related field. Professional experience in related field may be considered in place of formal education
- An enthusiastic and highly creative individual with exceptional people skills
- Minimum of 2 – 3 years of related Library experience
- Strong technology skills including emerging Library technologies, experience with WordPress and social media marketing considered an asset
- Demonstrated ability to practice creative problem solving
- Proficient with Microsoft Office applications, computers, and mobile devices
- Ability to work and communicate with patrons of all ages in and outside of the Library
- Proven organizational skills and ability to multi-task and manage time accordingly
- Excellent communication, customer service, and inter-personal skills while working with various groups including but not limited to; community groups, Board members, staff members, Township officials

- Exhibit proven leadership skills
- Ability to work independently and in a team environment
- Comfortable with exploring new ideas and continual growth along with professional development
- Travel between branches and to various locations within the community will be required
- The successful candidate will be required to provide a Vulnerable Sector Police Check.

## **WORKING CONDITIONS**

**Hours and schedule:** Full-time, evenings and weekend will be required. Combination of in-person and remote work.

**Hourly Rate:** \$28.59 – \$32.18 per hour

Position includes enrollment into the Ontario Municipal Employees Retirement System as well as a benefits package upon successful completion of probation.

**Deadline to apply:** This position will remain open until filled. **Applications will be reviewed starting February 19, 2024**

## **HOW TO APPLY**

Please email cover letter and resume addressed to;

Stephanie Clare  
Chief Executive Officer  
Georgian Bay Public Library  
[sclare.gbplibrary@gbtownship.ca](mailto:sclare.gbplibrary@gbtownship.ca)

We thank all applicants and advise that only those selected for an interview will be contacted.

The Georgian Bay Public Library invites applications from all qualified individuals. The Library is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity.

Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.