

Job Posting: Summer Reading Program Coordinator

The Morrin Centre, a National Historic Site and English-language cultural centre in the heart of Old Quebec, is hiring a Summer Reading Program Coordinator. The successful candidate will be responsible, alongside the Library Manager, in the planning and development of the Centre's summer reading program for children as well as its Storytime activities.

Candidates should have a keen interest in literature; must have strong communication skills; be energetic, out-going, and punctual; and have an interest in working with youth. He/she will be able to work autonomously within a team environment. Candidates must have advanced knowledge of both oral and written French and English. Applicants must have experience with Microsoft Office Suite programs.

The successful candidate will have completed at least one-year of post-secondary studies in one of the following fields:

Education
Literature
Library Studies

An acceptable combination of education and work experience may also be considered.

The candidate selection process will be based on an evaluation of communication skills, past experience, and knowledge of both official languages. Candidates must be under 30 years old and have finished at least one year of post-secondary education with the intention of returning to their studies full-time in the fall. This is a full-time position and includes weekend work.

Start date: May 14, 2018
End date: August 31, 2018
Salary: \$13.25/hour

Interested candidates are invited to send their résumé and cover letter by email in French and English to jobs@morrin.org. The position will remain open until filled. Please indicate YCW – Summer Reading Program Coordinator in the subject line. Only selected candidates will be invited to an interview.