



## **WEB CONTENT ASSISTANT**

### **Job Posting/Description**

---

Company Name: North Central and North East Library Federations

**Contact:** M. Edel Toner-Rogala, Manager  
NCLF/NELF  
106 Wade Street  
Prince George BC V2M 6C7  
1-888-387-8772  
etoner-rogala@nclf.ca / etoner-rogala@nelf.ca

**Deadline for Applications:** Submit via email the application form completed by hand (available at nclf.ca) and a typed or word-processed cover letter no later than **August 8, 2018**.

**Job Title:** Web Content Assistant

**Work Term:** September 10 – December 14, 2018 (14 weeks, 35 hours/week, \$20.00/hour)

**Company Description:** The North Central and North East Library Federations have 17 member public libraries, all located in northern British Columbia. NCLF/NELF member libraries serve communities of varying sizes; 14 of these libraries serve populations of less than 10,000, one member library is a regional district library with 15 branches - 12 of which serve very small, remote communities, and the other two member libraries serve medium-sized northern cities. The federations are funded by Libraries Branch, Ministry of Education with a mandate to facilitate collaborative and cooperative services to support the member libraries. The federations are managed virtually from a home office.

**Duties/Responsibilities:** The NCLF and NELF websites support the work of member libraries, providing information on services and programs as well as serving as a repository for service agreements, strategic plans, contact lists, consortial purchasing programs, meeting minutes as well as professional development sessions, handouts, webinars, etc. The websites are in need of a revamping in order to ensure that they are meeting the needs of member libraries. The Web Content Assistant will consult with library directors and staff at member libraries, determine what changes/modifications need to be made and then implement same.

**Requirements/Qualifications:**

Computer literate with experience creating and editing content following appropriate style guidelines using web authoring software;

Ability to prepare photos and videos for uploading to the web;

Exceptional organizational and time management skills;

Excellent written and oral communication skills;

Ability to work independently (the successful applicant will be expected to work remotely);

A self-starter with initiative, enthusiasm and creativity;

Experience working in or knowledge of the public library sector would be an asset;

It is expected that the student will provide computer and software

**Eligibility requirements:** To be considered for an interview, an applicant must demonstrate that they meet Young Canada Works' eligibility requirements.