

Reading Room and Research Centre Coordinator

Length of Assignment: 1-year term

Hourly Wage: \$15.00

Job Type: Part-time (2 days per week)

Deadline for application: 4:00 PM, Friday, April 23, 2021.

To apply: Email a cover letter, resume and letter of reference to info@oseredok.ca

General:

The Reading Room and Research Centre Coordinator is a part-time position which will be focused on 2 distinct areas of responsibility:

- Implementation of programming for the Reading Room including inviting and facilitating programs with schools, youth organizations, and families.
- Serve as the coordinator for the Research Centre, book appointments for researchers and facilitate access to Oseredok's materials in the library.

Duties and Responsibilities:

- Plan, coordinate, prepare, deliver and wrap-up reading programs for young children, adolescents, and families who are members of Oseredok and the general public.
- Develop educational programs for all ages and occasionally provide tours of the library.
- Purchase relevant books and materials for the reading programs.
- Solicit donations for the children's library.
- Find resources that would be appropriate for delivering program activities.
- Responsible for coordinating and overseeing research requests.
- Maintain research centre processes.
- Work with Consultative Committee on Collections on planning and implementation of programs and activities in the Reading Room and Research Centre.
- Maintain records, filing systems and computer files of all programs.
- Prepare information for social media to promote Oseredok's programs.
- Assist in preparation of annual report.
- Other duties may include answering telephones, doing research, locating and retrieving research materials, maintaining and compiling financial and statistical reports, acting as backup for other staff members during absences, purchasing supplies and equipment, and other duties as assigned.
- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

Knowledge, Skills, and Abilities:

- Knowledge of English and Ukrainian languages.
- Verbal and written skills in English and Ukrainian required.
- Ability to effectively communicate in an enthusiastic, positive and engaging manner with children and adults.
- Ability to work independently and in a team environment with staff, volunteers and the general public.
- Ability to train staff and volunteers to assist when required.
- Ability to lead and supervise interns, staff and volunteers working on projects.
- Cultural awareness and sensitivity.

- Ability to act as a “Guest Speaker” for reading program activities.
- Proficient reader.
- Familiar with children’s literature.
- Resourceful by demonstrating ability to search out and find sourcing of children’s Ukrainian literature.
- Have a basic understanding of library systems classification standards.
- Skilled in standard computer application programs such as Word, Excel, PowerPoint, internet applications and familiar with standard office equipment such as photocopiers, phones, etc.
- Strong customer service skills are necessary to communicate with others, solve problems, demonstrate patience and understanding and ensure a high level of customer satisfaction at all times.
- Ability to respond to research requests.
- Ability to maintain basic financial/statistical records and compiling standard statistical reports.
- Knowledge of purchasing supplies and equipment.
- Ability to assist in researching, writing, and managing grants.
- Ability to establish and maintain effective relationships with employees, government officials, vendors and the public.
- Possess a strong attention to detail.

Requirements:

- Currently attending or have completed post-secondary education in applicable areas such as elementary school education, early childhood education, visual arts, theatre/performing arts, and/or library sciences. Other disciplines will be considered.
- Able to demonstrate ability to converse, read and write in English and Ukrainian.
- Have strong inter-personal communication skills.
- Can prioritize workloads.

About Oseredok:

Oseredok Ukrainian Cultural and Educational Centre is a public heritage institution with a mandate to preserve and share Ukrainian heritage in Canada. It collects, cares for, documents and interprets material related to the intellectual and cultural life of the Ukrainian community. These include, among other, objects of material culture, folk art, fine art, ethnology, and community history. The Centre shares its collections with the public through a public program of exhibitions, guided tours and affiliated activities, workshops, courses, public lectures and special events. It also provides access to its holdings for researchers and provides reference services to the public.

Oseredok is committed to equity in all its policies, practices and procedures. We welcome applications from all qualified individuals who apply for this position.

