

IT Intern (Contract)
East Gwillimbury Public Library
Holland Landing and Mount Albert, Ontario

Environment

East Gwillimbury Public Library (www.egpl.ca) serves the fastest growing municipality in Canada. East Gwillimbury is located in an urban/rural setting and is located in the Region of York, approximately 10 minutes north of Newmarket. We value creativity, new ideas and pride ourselves on providing excellent customer and employee experiences. Branches are in the communities of Holland Landing and Mount Albert, with a third location currently being developed and designed.

Position Summary

East Gwillimbury Public Library is seeking an enthusiastic, innovative and creative individual for the position of IT Intern. This position will support our IT & Digital Experience team in providing technology assistance to the public and staff, support our growing makerspace community using our Cricut Vinyl Cutters and 3D Printers, and assist with the Library's migration to Sharepoint. Applicants should be keen learners with excellent communications skills and an interest in new technologies.

Qualifications

- Knowledge and interest working with emerging technologies like Cricut vinyl cutters and 3D printers
- Proficient in Windows and Macintosh Operating systems, as well as demonstrated knowledge with office productivity and design software.
- Knowledge and interest in professional use of social media
- Demonstrated ability to train individuals with varying levels of computer expertise
- Skill and efficiency in the use of computers including laptops, tablets, and other portable devices and the ability to troubleshoot hardware and software issues.
- Good written and oral communication skills with fluency in English (verbal, writing, and reading)
- Physical stamina to handle library materials
- Detail-oriented and excellent organization skills
- Successful candidate will be required to produce a police check dated within 12 months.

Working Conditions

Hourly Rate: \$22 per hour

Status: 6 month contract for July 4 2022 – December 30 2022.

Schedule: Average of 35 hours weekly. Monday – Friday, but Saturdays and evenings may be required; travel between branches may be required.

Deadline: Monday May 30th 2022 at 4:00 p.m.

How and Where to Apply

Please provide a covering letter and resume marked CONFIDENTIAL and addressed to:

Aysha Khan
Coordinator, Administrative Services
East Gwillimbury Public Library
P.O. Box 1609, 19513 Yonge Street
Holland Landing, ON
L9N 1P2
Email: akhan@egpl.ca

Additional Comments:

East Gwillimbury Public Library is committed to creating a respectful and inclusive environment that accommodates all individuals, including those with disabilities. We support the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and have established policies, procedures, and practices which adhere to the accessibility standards of the AODA. Should you require any accommodation throughout the recruitment process please notify the contact person identified in this posting.

We thank all applicants for their interest, however only those being considered for an interview will be contacted. Personal information is collected in accordance with the *Municipal Freedom of Information and Protection of Personal Privacy Act* and will only be used for candidate selection.