



Nooaitch Indian Band	
2954 Shackelly Rd.	Merritt, BC
Ph. 250-378-6141	F. 250-315-1010
reception@nooaitchband.ca	

Our Vision is healthy and economically successful community that respects our traditional culture and values.

JOB POSTING

DEPARTMENT: Community Wellness
POSITION/TITLE: Part-time Librarian
SUPERVISOR: Community Wellness Lead

Nooaitch Indian Band is seeking a highly motivated and organized Librarian to join our team. As a Librarian, you will play a key role in providing exceptional library services to our community members.

Responsibilities for Librarian:

- Assist with library operations, including circulation, reference, and cataloging,
- Processing requests from library users to borrow resources,
- Liaising with other libraries or booksellers to get resource requested by a library user,
- Conduct regular inventory checks and shelving of library materials,
- Assist with the development and implementation of library programs and events for all ages,
- Maintain and update library records and databases,
- Assist in the maintenance of the library's physical space,
- Provide assistance to patrons with basic computer skills and library equipment,
- Collaborate with other library staff members on various projects and initiatives,
- Perform other related duties as required.

Qualifications for Librarian:

- Interest in Librarian, previous experience is an asset.
- Excellent research & archiving skills to facilitate the organization of library resources
- Experience with library operations and procedures,
- Excellent communication and interpersonal skills,
- Strong organizational and time-management skills,
- Ability to work independently and as part of a team,
- Knowledge of library databases and cataloging systems,
- Attention to detail when updating records and noting information,
- Familiarity with basic computer applications and technology,
- Enthusiasm for promoting reading and learning,
- Ability to work flexible hours, including evenings and weekends.

If you are passionate about libraries and providing excellent customer service, we encourage you to apply for this exciting opportunity.

Interested applicants please direct resumes and cover letter to:
Nooaitch Band 2954 Shackelly Rd. Merritt, BC V1K 1N9 250-378-6141
Email: reception@nooaitchband.ca

Deadline for applications Dec 12, 2023: Posting will remain open until a suitable candidate is found.