



Manitoba Indigenous Cultural Education Centre Inc.

Employment Opportunity

Library Assistant – Summer Job

The Manitoba Indigenous Cultural Education Centre Inc. (MICEC) is a provincial, not-for-profit educational organization that promotes awareness and understanding of Indigenous cultures.

Position Summary

MICEC is seeking a qualified youth to assist with the daily operation of the People’s Library and to support the work of the Library Technician. This is a full time summer term position for 14 weeks starting on May 10, 2021. Regular office hours are Monday to Friday from 8:30 am to 4:30 pm with occasional evenings and weekends.

Duties and Responsibilities

- Assist with all aspects of managing the People’s Library including acquisitions, cataloguing, record maintenance, circulation, memberships, online children’s literacy programming, and special events. The primary responsibility will be to support the work of the Library Technician
- Provide basic reference services, such as answering questions and demonstrating the routine use of the public catalogue and other finding aids.
- Promote library services to targeted groups and to the general public
- Answer general phone inquiries using a courteous and professional manner
- Assist with other MICEC programs, services, and events upon request

Essential Qualifications

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada
- Have knowledge of or interest in Library and Information Technology

Preferred Qualifications

- Relevant prior work experience and/or education is an asset
- Excellent communication skills
- Excellent time-management skills including the ability to follow a work plan and prioritize tasks.
- Demonstrated ability to work independently and as part of a team.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
- Knowledge of Indigenous history and culture
- Knowledge of an Indigenous language is an asset

How to Apply:

If you are interested in applying for this position, please submit your resume and cover letter by **May 5, 2021** to Anna Parenteau, Office Manager via:

Email: anna@micec.com; Please include “Library Assistant Summer Job Application” in the subject line.

By mail: Manitoba Indigenous Cultural Education Centre Inc.

119 Sutherland Avenue, Winnipeg MB R2W 3C9

Thank you for your interest

Please note that only qualified applicants will be contacted for an interview