

Job Opportunity



Who We Are:

Clarington Library, Museums & Archives (CLMA) is a cornerstone of the community, partnering with other organizations to enhance cultural, educational, and economic well-being. As an active connector for social interaction, learning and dialogue, CLMA fosters an accessible and welcoming environment. CLMA is a significant resource that is widely recognized and supported in the community as an innovative and progressive organization in a knowledge and information-based economy. We operate 4 library locations, 1 heritage centre and an additional 2 heritage buildings.



Our Team:

We love new ideas. Collaboration and innovation are at the heart of everything we do. Our team values open communication, mutual respect, and a shared commitment to excellence. Creativity is encouraged, and diverse perspectives are celebrated to foster an environment of inclusivity and continuous improvement. We prioritize professional development, providing regular opportunities for training and skill development. With a culture that encourages both individual autonomy and collective teamwork, you'll contribute to projects and initiatives that make a positive impact on the local community.



Our Values:

- Curiosity & Ideas
- Preservation
- Innovation
- Intellectual freedom
- Community
- Respect
- Accountability



Your Opportunity:

Reporting to the Manager, Heritage Services, the Project Lead will be responsible for leading the development and delivery of the Golden Tales: Chronicles of our Community Seniors Grant project. The Project Lead will develop interview questions, program plans, engage with older adults and community partners to identify program participants, secure community meeting space for interviews, conduct and record oral history interviews with community members and work to digitize files for promotional use. Championing local history within Clarington, the Project Lead will work with museum and library staff to coordinate events to actively bring together seniors from within rural communities and foster positive relationships and fellowship throughout the duration of the project. The Project Lead will be versed in outcome measurement, report

writing and will ensure the deliverables under the Seniors Community Grant are achieved within the allotted timeline.



Working Conditions:

Salary Range: \$24.19 per hour
Status: Non-Affiliated, Part time, Temporary (up to 20 weeks)
Duration: September 16, 2024 to January 31, 2025
Schedule: Fourteen (14) hours per week, including evenings and weekends
Work Location: Sarah Jane Williams Heritage Centre (main) with travel throughout Clarington (mileage reimbursed)



Position Responsibilities:

- Contributes to fostering a welcoming environment for our local seniors (ages 55+).
- Assists with the development of the Golden Tales: Chronicles of Our Community project plan.
- Facilitates specialized programs and events to forge social connections.
- Completes research/statistical compilation specific to the Golden Tales project to ensure target sectors of the population are captured.
- Project manage and conduct interviews with local seniors to capture the rich and diverse histories that have led individuals to the Municipality of Clarington.
- Maintain project records (both physical and digital) in accordance with Municipal Freedom of Information and Protection of Personal Privacy Act.
- Produce a final digital portfolio to be shared with our local community members.
- Other duties as assigned.



Essential Qualifications:

- Post-Secondary Education in Social Sciences, History, Museum Studies, Journalism, Digital Marketing or an equivalent combination of education and experience to the satisfaction of the Chief Executive Officer.
- Experience with Project Management and working with Seniors.
- Willingness to take initiative, demonstrate strong problem-solving skills and to continually learn new things on the job.
- Excellent interpersonal and communication skills.
- Proficient working knowledge of technological applications including internet, standard MS Office suite, design applications and audio/visual applications.
- Proficient in operating camera equipment, audio recorders and microphones.
- Ability to work collaboratively and independently in an environment of constant change.

- Valid First Aid Certification is considered an asset.
- A satisfactory Standard Criminal Record Check (CPIC) is required prior to commencement of employment.
- Frequent travel between locations is required.
- Does this sound like an opportunity you are interested in, but you don't check all the boxes? Please apply and tell us what you can bring to the role.



Application:

The Clarington Public Library, Museums, and Archives value diversity, equity, and inclusion within its community and workplace. We welcome applications from individuals of diverse backgrounds. Please submit your cover letter and resume in Word or PDF format by **Tuesday August 6, 2024**, to the following confidential email address: resumes@clarington-library.on.ca quoting the job title and file number **2024-CLMA04NAF**.

We thank all applicants for their interest; however, only those under consideration 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.

We are pleased to accommodate individual needs in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, throughout our recruitment process. If you require accommodation at any time, please contact Human Resources.