



MARKHAM PUBLIC LIBRARY

Community Librarian

Job Posting # 2025-40

Job Type: Permanent Union Full-Time

Hours: 35 hours per week on average

Number of openings: 1

Salary: \$69,822 - \$78,454 per annum

Grade: 6C

Posting Date: November 4, 2025

Closing Date: November 19, 2025, by 4:30 p.m.

Applications are now being received for a **Community Librarian** position in the Markham Public Library's Community Engagement department. The position is currently located at the Administration Centre. (Note: work location is subject to change).

VISION FOR THE POSITION

The Community Librarian provides a strategic & integrated approach to MPL's partnership development, community engagement & programming. Through their work with various stakeholders, the incumbent enables residents to participate in programs, discussions & dialogue about community issues. They provide information & opportunities that allow residents to more fully participate in the community.

By building relationships with individuals as well as with community associations, organizations & businesses, the incumbent deepens MPL's understanding of Markham's communities & neighbourhoods, ensuring the Library remains relevant. They bring community organizations & residents together, enhancing residents' knowledge and access to resources.

DUTIES & RESPONSIBILITIES

Community Engagement

1. Represents MPL's interests with community groups & other organizations. Actively pursues opportunities in the community to achieve the Library's strategic vision & goals.
2. Works with external stakeholders & on community projects that are aligned with MPL's mandate with respect to community development & customer service.
3. Works with community members, community service providers & local citizens' groups to identify and address their literacy & Library service needs. Raises awareness of the Library's services.
4. Actively promotes the Library's vision when meeting with external stakeholders & community organizations/interest groups. Acts as an advocate for the Library & represents MPL at community-based citizens' meetings & other such events.
5. Facilitates community focus groups & participates in public consultation meetings hosted by the Library as required.
6. Prepares reports on community development activities & opportunities arising from emerging community trends. Develops strategies to address the impact of trends on the community.
7. Represents MPL on community advisory boards & at other community engagement opportunities.
8. Seeks opportunities to partner with community-based businesses & organizations to develop & deliver new Library services & programs.

9. Utilizes social media & other communication technology to engage with customers on behalf of MPL.

Service Development

10. Develops & delivers services to Markham residents beyond the Library branches.
11. Plans, organizes, implements & evaluates community events on behalf of the Library. Delivers special event programs in the branches & represents the Library at community events.
12. Coordinates with staff to engage customers in Library service development. Coordinates efforts to gather feedback & input from community groups.
13. Creates community-based programs. Develops services that will be implemented by MPL staff. Effectively coaches branch staff on the delivery of these services.

Outreach & Promotions

14. Assists with the implementation of MPL's outreach strategy. Develops content & delivers outreach programs to schools, local business & other organizations. Uses outreach opportunities to engage customers in Library services.
15. Participates in community events to promote the Library to residents & other stakeholders.
16. Works with the Manager, Publicity & Social Media in developing promotional opportunities for programs & activities through a variety of means including publicity releases, print publicity, & social media.

General Duties

17. Ongoing communications with branch staff to ensure awareness & support for Community Engagement strategies & services.
18. Assists in other departments & areas as required.
19. Performs other duties as required.

QUALIFICATIONS

1. Master's Degree in Library Science from an ALA accredited University or equivalent advanced degree.
2. Experience in advocacy, community engagement, social work, public relations or marketing is strongly preferred.
3. Minimum of 2 years related work experience.
4. Must have a valid driver's license & access to a vehicle.
5. As a condition of employment, the successful candidate will be required to provide a satisfactory Vulnerable Sector Screening check.

DEMONSTRATED SKILLS

1. Excellent customer service skills. The ability to work with a diverse community & work with a wide range of ages, skill level, & interests.
2. Ability to communicate in one of the dominant languages of the Markham community (in addition to English) an asset.
3. Exceptional communication skills, including superior public speaking skills & experience, and the ability to present effectively & persuasively.

4. Exceptional networking & relationship-building skills required.
5. Excellent creativity, strategic thinking & problem solving skills.
6. Demonstrated ability to manage a high volume of work, multiple competing priorities & working to tight deadlines.
7. Available to work weekends and evenings as required & to attend community & Library events.

CORE COMPETENCIES

- Anticipates Customer Needs
- Uses Influence
- Practices Strong Organizational Skills
- Thinks Creatively & Innovates
- Engages the Community
- Inspires Teamwork
- Interpersonal Communication

All interested candidates are asked to submit a resume and cover letter indicating how they meet the qualifications of the position to:

E-mail: jobposting@markhamlibrary.ca

Please quote the **job posting #2025-40** in the Subject line.

Markham Public Library offers accommodation for applicants with disabilities in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require code-protected accommodation at any stage of the recruitment process, please let us know when contacted, and we will work with you to meet your needs.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.