

The team at the Pickering Public Library are collaborators and innovators. We embrace change, diversity and inclusion. We understand “the why” behind what we do, and we put library clients first.

Our hope is that when anyone visits the Pickering Public Library, whether in person or online, they don't just walk through a door. Instead, they step into a space that offers everyone possibility. Reveals potential. And provides community for all.

Does this sound like a workplace that aligns with the contributions you want to make in your career?

The Pickering Public Library has a temporary full-time opening for a reliable and hardworking **Summer Marketing Assistant**.

Summary:

Under the direction of marketing staff, applies graphic design skills, participates in content planning, assists with social media, performs photography, and provides administrative support for the Library's internal and external marketing operations.

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|--------------------|-------------------|
| Salary: | \$18.39 per hour |
| Hours: | 35 hours per week |
| Start Date: | May 26, 2025 |
| End Date: | August 29, 2025 |

This position is funded by Young Canada Works. Candidates must meet eligibility criteria. Any individual may be eligible for employment if they:

- Are a Canadian citizen or a permanent resident, or have refugee status in Canada;
- Are legally entitled to work in Canada;
- Are between 16 and 30 years of age at the start of employment;
- Have registered as a full-time post-secondary student in the semester preceding the YCW job (as defined by their educational institution) and intend to return to full-time post-secondary studies in the semester immediately following the YCW job;
- Are registered in the YCW online candidate inventory;
- Are willing to commit to the full duration of the work assignment; and,
- Will not have another full-time job (over 30 hours a week) during the YCW work assignment.

The Successful Applicant:

- Researches and drafts public communications as assigned, including copywriting for social media, press releases, and website content.
- Performs data entry for marketing and generates reports or assessments.
- Supports print promotions for various projects and service areas by applying their graphic design, digital media, and copy writing skills.
- Assists with campaign focused photography and videography.
- Demonstrates and maintains the required level of technical proficiency.
- Other duties consistent with job responsibilities.

Applicants Must Have:

- Current post secondary student pursuing a degree or diploma in Marketing, Advertising, Public Relations, Communications, or equivalent
- Detail oriented with superior organizational and time management skills
- Interest and familiarity with print and digital marketing, social media planning and monitoring, and community engagement.
- Superior written and oral communication skills
- Strong technology skills; MS suite, social media, graphic design software, and database management
- Ability to work flexible hours, including evenings and weekends, as required
- Familiarity with database software Laserfiche is an asset.

The successful applicant will be scheduled to work varying shifts including days, evenings, and weekends. The applicant may be scheduled at any location within the Library system.

We thank all applicants for their interest. Please note that only applicants selected for an interview will be contacted.

A satisfactory Vulnerable Sector Check is required for most jobs at the Library. Please note that job offers will only be made upon successful completion of all background checks.

Qualified candidates may complete an [online application form](#) where you will be required to upload your resume and cover letter (PDFs only) on or before **Tuesday, April 22, 2025**.

Alternate formats of this document are available upon request.
Please speak to Human Resources for assistance.