

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 **Local History Assistant Summer Student**.

## Summary:

The Pickering Local History Collection (PLHC) tells the story of Pickering from its earliest people to today's growing City by collecting, preserving, and making available Pickering's documentary history to the community. The Local History Assistant will work with the Local History and Genealogy Specialist and gain valuable, professional experience working in a local history and genealogy team.

The Local History Assistant will assist with the inventory, documentation, and assessment of documentary artifacts relating to the history of the community; facilitating access to local history materials; developing local history displays; and managing records in Laserfiche. Working alongside the Local History and Genealogy Specialist, the Local History Assistant will support all Local History and Genealogy operations at the library and gain a keen understanding of record management, digitization, and project management.

**Salary:** \$18.39 per hour

**Hours:** 35 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;
  - Note: Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible.

- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment
- will not have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment;
- have been a full-time high school, college, CEGEP or university student (as defined by their educational institution) in the semester preceding the YCW work assignment; and
- intend to return to full-time studies in the semester following the YCW work assignment.

**Note:** Priority will be given to students who have not previously participated in the YCWHO employment program.

### The Successful Applicant:

- Using Laserfiche, update the PLHC database: document scanning/uploading, indexing, data entry, location codes, data clean up
- Assist with accessioning unprocessed gifts and inventorying undocumented collection; properly house items to archival standards
- Understand, interpret, and apply Canadian Copyright Law to materials in PLHC
- Work with clients to fulfill research appointments and provide access to Local History materials
- Assist in facilitating Local History and Genealogy programs
- Participate in staff meetings, health and safety initiatives, and training opportunities.

### Applicants Must Have:

- Current post-secondary student pursuing a degree or diploma in Archives and Records Management, Library and Information Science, Museum Studies, Public History, History, or equivalent
- Detail oriented with superior organizational and time management skills
- Interest and familiarity with Canadian history
- Superior written and oral communication skills
- Strong technology skills; MS suite, social media, 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.