



The Alberta Library is a non-profit, province-wide consortium that serves 50 public, academic and special library members in over 350 locations across Alberta. With the support of our members and government partners, we bring together our province's libraries to leverage the collective strength of Alberta's library community.

The Alberta Library, located in Downtown Edmonton, is currently looking for a part-time Program Support Assistant, this position supports the goals of the Licensing Program and the Online Reference Centre Program by providing administrative support to these two busy programs.

The Online Reference Centre (ORC) provides a unique collection of vetted online reference resources in both English and French. The ORC is made available for K-12 students, teachers and parents through a Grant-in-Aid to TAL from Alberta Education.

Within TAL's Licensing Program, licensing agreements are negotiated on behalf of TAL members so our member libraries can offer library users several digital resources including newspapers magazines, scholarly journals, eBooks, "how-to" databases and more.

Reporting to the CEO, the Program Support Assistant takes direction from the Licensing Librarian and the Online Reference Centre Coordinator. Work will be evenly distributed between the two programs. The Program Support Assistant works in a fast-paced environment and must have excellent organizational skills.

Interested in joining our team? Visit our website for a complete job description at www.thealbertalibrary.ca

Please forward your cover letter and resume to Tina Best, admin@thealbertalibrary.ab.ca by November 2, 2018.

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