



Job Posting

Posted: March 18, 2025

Closes: March 25, 2025 at 5:00pm.

Canada Summer Jobs – Digitization Assistant (FULL-TIME) TEMPORARY POSITION

This position is dependent on funding from the Canada Summer Jobs 2025.

Location: Central Library

Job Summary:

The Digitization Assistant will collaborate with the Digitization Technician and the Manager of Innovation, Collections & Technology to scan and digitize materials in the library's Local History collection. This will include making suggestions, evaluating collections to be digitized and participating in team and departmental meetings as required.

Canada Summer Jobs Requirements:

All applicants must

1. Be between 15 and 30 years of age at the beginning of the employment period.
2. Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment.
3. Have a valid Social Insurance Number (SIN) at the start of the employment and be legally entitled to work in Canada in accordance with the relevant provincial or territorial legislation and regulations.
4. International students are not eligible participants under this program.

Qualifications:

1. A Criminal Record Check is required.
2. Experience working with digital scanning equipment, Image editing applications, OCR software and Microsoft SharePoint.
3. Excellent interpersonal and communication skills.

Hours of Work:

Weekdays, 35 hours per week for 8-12 weeks. The length of the contract depends on the funding received.

Hourly Rate:

\$17.20 per hour

How to Apply:

Please submit your cover letter and current resume to hr@myscpl.ca. We thank all who apply. Only those selected for an interview will be contacted.

St. Catharines Public Library is an equal opportunity employer committed to inclusive, barrier-free recruitment, selection processes, and work environments. Please advise Human Resources to ensure your accommodation needs under the OHRC and Accessibility for Ontarians with Disabilities Act are provided through all stages of the recruitment process.