



MASARYK MEMORIAL INSTITUTE INC.

450 Scarborough Golf Club Road • Toronto, ON, Canada, M1G 1H1 • 416-439-4354

Masaryk Memorial Institute is a Canadian non-profit organization based in Toronto, that has been serving people of Czech and Slovak origin, living in Canada, since 1945.

The MMI library holds the largest collection of Czech and Slovak books in Canada, open to the public. Our book collection has over 9,500 books.

Library Assistant

RESPONSIBILITIES

- Overseeing the library
- Providing manual circulation service (if open)
- Providing reception services, fielding inquiries and referrals, and performing administrative tasks (if open)
- Providing weekly circulation and attendance numbers (if open)
- Updating the database system
- Cataloguing books and DVDs in the database (using File Maker Pro)
- Processing materials for circulation
- Formulate and implement ideas to increase circulation and attendance, possibly using social media
- Checking for duplicates
- Sorting through book archives for missing volumes or replacing injured books with newer books
- Some book restoration
- Other duties as required

REQUIRED QUALIFICATIONS

- Post-secondary student
- Native fluency in spoken and written English mandatory; in addition, native fluency in spoken and written Czech or Slovak preferred but not required
- Experience working/volunteering at a library
- Knowledge of File Maker or other database software
- Excellent interpersonal and customer service skills
- Ability to work independently
- Strong problem-solving and organization skills
- Strong ability to prioritize workloads using time management skills
- Possess legal status necessary to work in Canada, such as Citizenship or Permanent Residency



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Which participants are eligible?

- Be between 18 and 30 years of age at the start of the employment
- 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
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with the Ontario legislation and regulations.
- Please note that International students are not eligible participants.

How to Apply:

Please send your CV and cover letter to office@masaryktown.ca

Job location:

450B Scarborough Golf Club Road, Toronto, ON M1G

Salary: \$15.25/hour

Duration: 10 weeks

Hours/week: 35