

## Job Posting

[valleylibrary.ca](https://valleylibrary.ca)

At the Annapolis Valley Regional Library, we are passionate about connecting people with knowledge, fostering community engagement, and embracing innovation. We are more than just books: we are a vibrant hub for learning, creativity, and connection. Whether it's curating resources that empower our diverse community, hosting dynamic programs, or providing access to new technologies, we strive to make a meaningful impact every day.

As a part of our team, you'll work in a collaborative and forward-thinking environment where new ideas are encouraged, professional growth is supported, and every day brings the opportunity to inspire and be inspired. If you're ready to be a part of an evolving, community-driven organization that values inclusivity, creativity, and lifelong learning, we'd love to hear from you!

The Annapolis Valley Regional Library has an opening for the position of **Indigenous Liaison**.

### Summary:

Under the supervision of the Coordinator of Public Services, the Indigenous Liaison uses the principles of Truth and Reconciliation Calls to Action, and guiding themes of the Nova Scotia Culture Action Plan, to incorporate Indigenous ways of knowing and doing to the development of programs, library spaces, and materials, help build relationships between AVRL and three area First Nation communities (Annapolis Valley, Bear River, and Glooscap), and strengthen literacy connections for local Indigenous peoples.

**Position:** Indigenous Liaison

**Location:** AVRL Administration Office with frequent travel within the Annapolis Valley region

**Status:** Part-time

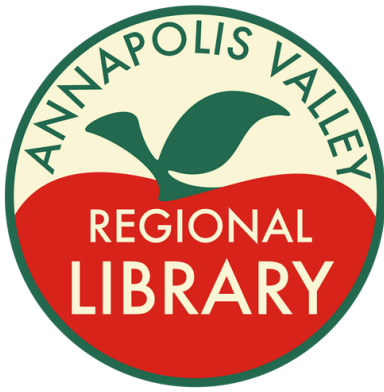
**Salary range:** as of April 1, 2026- \$23.29-25.39 per hour (includes a comprehensive benefits package and pension plan)

**Classification:** Band 4- Indigenous Liaison

**Hours per pay period:** 40 hours (20 hours per week)

**Hours of work:** To be determined (may include evenings and weekends)

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### Duties:

- Promotes Mi'kmaw Culture with the goal of fostering cultural appreciation and increasing social inclusion
- Builds relationships with Annapolis Valley's First Nations Communities
- Develops and implements programs for Indigenous communities
- Develops and maintains partnerships with local organizations
- Offers library programs and services at branches and outreach locations
- Provides training on Indigenous worldviews to staff and the public
- Makes recommendations on services to Indigenous communities and changes to Library operations as appropriate, including new and modified services, policies and procedures
- Performs other related duties as required

### Education and Experience:

Completion of relevant post secondary education at the college or university level; or an equivalent or combination of training and experience.

At least one year's experience in delivery of equity-related services, or library experience and equivalent training in community building.

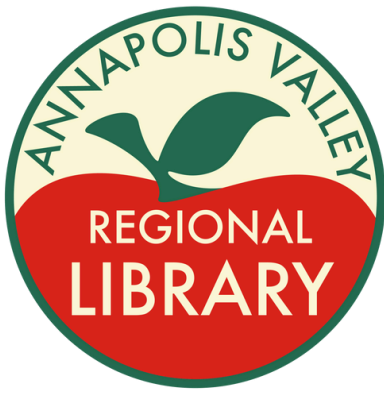
### Type and Level of Supervision:

None

### Core Competencies Required:

#### *Communication*

- Practices conversation as a valuable means of exploring ideas and making sense together
- Communicates effectively using a variety of methods



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## **Core Competencies Continued:**

### *Communication*

- Communicates effectively with a variety of audiences and individuals from diverse backgrounds
- Selects and applies the most appropriate and effective communication skills to meet situational needs

### *Collaborative Relations*

- Develops and maintains healthy relationships with others to achieve common goals
- Works collaboratively in teams or groups
- Demonstrates an aptitude for collective problem solving
- Practices informal leadership

### *Learning and Mindset*

- Pursues a commitment to self-directed learning
- Manages the ongoing development of competencies and the advancement of one's career
- Anticipates and adapts to change with a sense of optimism and opportunity
- Pursues creative and innovative approaches to library service

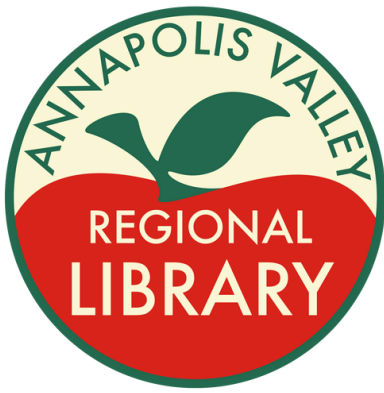
### *Ethics and Values*

- Demonstrates an active commitment to service that guides work performance
- Understands and acts in accordance with professional values and ethics of library service
- Demonstrate a strong work ethic and personal accountability
- Demonstrates loyalty and commitment to the organization

### *Customer Service Champion*

- Applies and models customer service skills to enhance the level of user satisfaction

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### **Core Competencies Continued:**

#### *Customer Service Champion*

- Applies effective techniques to address difficult situations with users
- Contributes effectively to the development and evaluation of standards and practices for the delivery of quality service

#### *Laws, Policies, and Procedures*

- Enforces the library's policies and procedures in the supervision of public service

#### *Service/Department Oversight*

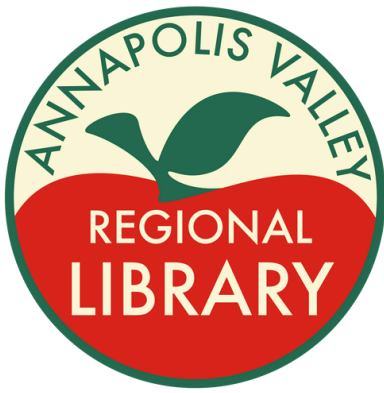
- Understands the operations of the service or department

#### *Community Relations*

- Understands and supports community resilience and well-being

#### *Customer Service*

- Provides assistance to library users in a manner that is warm, welcoming, and respectful
- Demonstrates comfort in assisting library users with disabilities and accommodating special needs
- Demonstrates a good working knowledge of the full range of programs and services offered by the library
- Demonstrates comfort in assisting users with the library's public access technology, peripherals, devices, and networks
- Demonstrates comfort in assisting users with personal portable devices



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## **Core Competencies Continued:**

### *Planning*

- Designs and implements ongoing planning processes for the library

### *Patron Training*

- Provides informal instruction and assistance to build skills of library users

### *Staff Training and Development*

- Develops and implements appropriate training strategies for staff
- Develops effective methods to evaluate learning initiatives

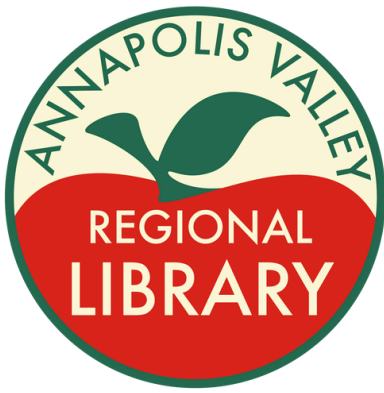
### *Patron Services*

- In collaboration with AVRL administration and system-wide staff, designs and implements library services to meet the needs and interests of children, young adults, and adults in the community
- Facilitates requests for information and provides accurate and appropriate answers
- Connects patrons of all ages with resources that encourage reading
- Designs, implements, and sponsors library programs that offer information, special skills, or entertainment for patrons
- Delivers programs to achieve stated outcomes for children, young adult, and adult patrons

### *Community Relations*

- Understands and supports community resilience and well-being
- Forms strategic partnerships with community organizations
- Engages the community in conversation
- Builds community-wide support for the library, using a variety of methods
- Documents library use in terms of community impact and value

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### **Core Competencies Continued:**

#### *Basic Computer Literacy*

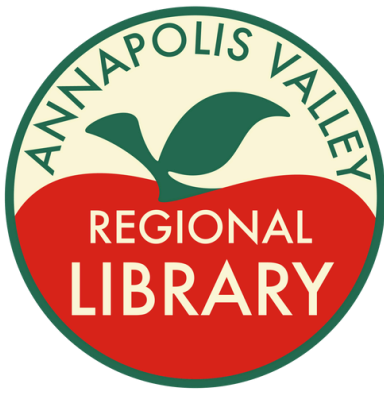
- Performs intermediate calendar operations and task management
- Understands and uses basic computer hardware and peripherals
- Understands and performs basic operating system functions
- Understands and performs basic functions and tasks of common software programs
- Performs basic printing operations from common applications

#### *Intermediate Technology*

- Demonstrates a general understanding of all the technologies utilized by the library:  
e.g. catalogue, website, social media, etc.
- Understands and uses the Internet and web based applications
- Performs basic information searches
- Understands common security protocols related to Internet use
- Understands and uses common social media tools
- Uses technology to share information, communicate, and collaborate

#### *Software Proficiency:*

- Demonstrates basic proficiency with email programs
- Demonstrates basic proficiency with word processing programs
- Demonstrates basic proficiency with spreadsheet programs
- Demonstrates basic proficiency with presentation programs
- Demonstrates familiarity and beginner-level proficiency with document management programs
- Demonstrates familiarity and beginner-level proficiency with web-based office applications for online collaboration



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Please note that only applicants selected for an interview will be contacted. Qualified candidates are asked to submit a resume and cover letter (in PDF format) indicating how they meet the qualifications of this position to Samantha Driscoll, Human Resources Manager, via email at: [sdriscoll@valleylibrary.ca](mailto:sdriscoll@valleylibrary.ca) on or before February 2, 2026. Alternative formats for this document are available upon request. Please contact Human Resources for assistance.