



# Member Library Services Consultant

## Northern Lights Library System

Permanent, Full-Time

*The Northern Lights Library System acknowledges that our workplace is located on the traditional territories of the Treaty 6 First Nations and Métis People.*

At Northern Lights Library System, we offer unlimited possibilities and inspiration to people of all ages to wonder, seek, discover, and share. Our 50+ libraries are community hubs that spark and ignite learning, discussion, innovation, and action. We do this by empowering our member libraries and connecting them to ideas and experiences, inspiration, and insight. Small Town Communities, Big City Access.

Oh, the places you will go! This role will take you all over Northeastern Alberta to communities big and small. The people are friendly, and the views are breathtaking. The MLS Consultant engages directly with member libraries in support of education and professional development. The successful candidate will participate in delivering training, system-wide programs and events, as well as information and technical support. These, along with a wide-range of other activities, support our member libraries and ensure that they are able to offer high calibre services to their communities. Our headquarters is located in beautiful, rustic, Elk Point, AB, but you, dear candidate, will be welcome to work remotely from the Northeastern Alberta community of your choice, this includes Edmonton and Lloydminster.

### Key Responsibilities

- Provide excellent customer service to Member Library staff, TRAC member libraries, and other professional contacts
- Deliver training and workshops on a wide variety of library topics
- Proactively assist Members Library with collection management
- Resolve member technology issues when accessing Library resources
- Promote and support a variety of events in support of education, networking, collaboration, and inspiration

### Qualifications

- Completion or impending completion of a Master of Library and Information Studies from an ALA Accredited University. (Fall 2024 grads are welcome to apply)
- Exceptional customer service and communication skills
- Strong interpersonal skills and ability to work effectively with a variety of groups
- Strong Technology Skills



- The successful candidate must be in possession of a Class 5 GDL, Class 5 Alberta licence, or other Canadian province/territory equivalent driver's license. Access to a reliable vehicle is also an asset.

### Benefits

- Salary range \$66,498.36 - \$81,746.26
- Opportunity to work remotely
- Opportunity to explore communities across Northeastern Alberta
- Competitive benefits package
- Employee Family Assistance Program (EFAP)

### How to Apply

If MLS Consultant sounds like the next chapter in your career, take this opportunity to make a real contribution to one of Alberta's largest growing public library systems. Please send a cover letter and resume to [jmorris@nlls.ab.ca](mailto:jmorris@nlls.ab.ca).

Be sure to quote competition number "**#2024-002 MLS Consultant**" in the subject line of your e-mail.

Interviews for this competition will commence after **November 1, 2024**. However, the competition will remain open until a successful candidate is found.

We thank all who apply but only those selected for an interview will be contacted.

*NLLS values diversity and inclusion and welcomes diverse expertise and talent to support an innovative and collaborative work environment. We are committed to a respectful and inclusive workplace and welcome applications from all qualified candidates.*

*Any personal information submitted will be managed in accordance with the Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment. Canadian citizens and permanent residents of Canada will be given priority. Applicants must be legally eligible to work in Canada.*