



# AOPFN EMPLOYMENT OPPORTUNITY

## Literacy Librarian

**Department: Education**

**Supervisor: Manager, Education**

**Fixed Term Contract, March 9, 2026 - March 5, 2027**

**\$28.00 - \$40.00 hrly/ based on experience/ 15-20 hrs. /wk**

**Deadline to Apply: Friday, March 6, 2026 at 4:00PM**

The Literacy Librarian will be responsible for supporting library operations. They will foster foundational skills in reading, writing, and mathematics through curated resources, specialized programming, and instructional support; promote early learning, support adult education, and integrate digital, cultural, and math literacy into accessible, engaging community spaces.

### **DUTIES AND RESPONSIBILITIES:**

#### **1. Service Delivery**

- Provides early literacy and numeracy support, focusing on basic skills like number sense, shapes, patterns, reading, and writing for young children.
- Provides instruction and programming by delivering workshops, sensory play, math game sessions, and storytelling events to make learning active for young children.
- Supports adult learners in their pursuit of a Canadian Adult Education Credential (CAEC); provide workshops on budgeting, excel, etc.
- Assists users to navigate the internet, manage data and understand privacy.
- Manages day-to-day library operations, including circulation, registration, cataloguing, resource acquisition, inventory and database.

**For full Job Description please email [hr@pikwakanagan.ca](mailto:hr@pikwakanagan.ca)**

### **REQUIREMENTS:**

- Post-secondary education in Education or a related field OR secondary school completion with at least 2 years' experience supporting diverse learners in delivering educational programs across settings such as public libraries, early learning centres, or schools.
- Proficient in computers, software applications such as MS Office and use of technology for research and the development of client literacy skills.

### **CONDITIONS OF EMPLOYMENT:**

- Successful completion of a General Library Services Certificate – Ontario Library Services EXCEL program.
- Current acceptable Vulnerable Sector Check
- Valid CPR/First Aid & AED Certification

## How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

## Submit to:

Human Resources Department  
Algonquins of Pikwakanagan First Nation  
1657A Mishomis Inamo, Pikwakanagan, Ontario, KOJ 1X0

[hr@pikwakanagan.ca](mailto:hr@pikwakanagan.ca)

## Subject Line: Literacy Librarian

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

**Application Procedure:** Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.

**Screening Procedure:** Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:

- a) the qualified indigenous person who is an Algonquin; then to,
- b) the qualified indigenous person; then to,
- c) the qualified non-indigenous candidate.

**Interviews:** Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

## What Algonquins of Pikwakanagan First Nation Offers:

<ul style="list-style-type: none"><li>• Pension Plan<ul style="list-style-type: none"><li>• (Permanent EE only)</li></ul></li><li>• Starting at 10 Paid Sick Days</li><li>• 4% Vacation</li><li>• Holiday Shutdown</li></ul>	<ul style="list-style-type: none"><li>• 14 Provincial and Federal Statutory Holidays</li><li>• Health Spending Account (Dental, Vision, Prescriptions, etc.)</li><li>• Milestone Recognitions &amp; Rewards</li><li>• Half days on Fridays prior to holiday Mondays<ul style="list-style-type: none"><li>• (Conditions Apply)</li></ul></li></ul>
--	---

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.

AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.