

## Job Posting: Library and Information Management Technician

Decoda Literacy Solutions • Canada Summer Jobs Position

Decoda Literacy Solutions is BC's provincial literacy organization, providing resources, training, and funding to support community-based literacy programs in over 400 communities. We work to increase the literacy and learning skills of children, youth, adults, and families to improve their quality of life at home, at work, and in the community.

Our vision is a British Columbia where everyone has the literacy skills they need to thrive. We value inclusion, resiliency, integrity, and optimism. We celebrate diversity, different perspectives, and new ideas that benefit our team and the communities we serve. We strongly encourage applications from individuals of diverse backgrounds, abilities, and identities. Applicants are welcome to self-identify in their cover letters.

### About the Role

**This role supports the Decoda library and information searching for the team.** We're offering a summer position where you'll work closely with our team to support a variety of library activities — all in service of raising literacy in British Columbia.

### What We Offer

- **Hourly rate:** \$19.85
- **Hours:** Full-time, 35 hours per week for eight weeks  
*(Proposed dates: June 23 to August 29, 2025)*
- **Hybrid work model:** Hybrid work is available with structured tasks — regular in-office days will be required for collaboration, training, and project work.
- Supportive, friendly **team** culture.

### Qualifications and Experience

- One+ year of library experience through school projects, internships, or volunteer work.
- Currently enrolled in a Library Technician certificate or diploma program or Library and Information Studies degree program is an asset.
- Must meet **Canada Summer Jobs** eligibility criteria:
  - Be between 15 and 30 years of age at the start of employment.
  - Be a Canadian citizen, permanent resident, or have refugee protection status.
  - Have a valid Social Insurance Number and be legally entitled to work in Canada.
- Based in the Greater Vancouver Area with the ability to commute to Downtown Vancouver.

## Key Responsibilities

- Digitize print-based literacy resources.
- Assist with filing systems and records management.
- Support the Decoda Literacy Library, including circulation and cataloguing tasks.
- Conduct literature searches related to literacy initiatives in BC and Canada.
- Assit with blog posts (and post one at the end of the summer).
- Travel to local academic libraries to access resources and databases, as required.

## Skills and Abilities

- Course work or experience in library activities such as circulating materials, shelving and organizing filing systems.
- Course work or experience in cataloguing books and resources using RDA (Resource Description and Access) is an asset.
- Ability to create organized, accurate bibliographies and resource lists.
- Proficient in searching library databases, catalogues, and online resources.
- Good organizational and project management skills.
- Ability to work independently and collaboratively.
- Curious, creative thinker with a proactive attitude.

## How to Apply

To apply, please send your **resume and cover letter** to [info@decoda.ca](mailto:info@decoda.ca) with the subject line: **"Application – Library Technician Summer Student"**

**Application deadline:** May 22, 2025, at 5:00 p.m.

We thank all applicants for their interest. Only those selected for an interview will be contacted.