



Membertou

WELCOMING THE WORLD!

EMPLOYMENT OPPORTUNITY

Job Title: Library Technician (Full Time/ Permanent)
Department: Education
Reports To: Principal
Location: Maupeltuewey Kina'matno'kuom

About Membertou:

Membertou is a progressive and growing Mi'kmaw community rooted in culture, language, family, accountability, and community success. As one of the most recognized First Nation communities in Canada, Membertou continues to lead through innovation, education, economic development, and strong governance while remaining grounded in Mi'kmaw values and identity.

Position Summary:

Membertou is seeking a skilled, organized, and student-focused Library Technician to support the daily operation of the school library at Maupeltuewey Kina'matno'kuom. The successful candidate will be responsible for maintaining library systems, supporting students and staff, managing library materials, and promoting literacy within the school community.

This position plays an important role in creating a welcoming, organized, and engaging library environment that encourages reading, supports classroom learning, and strengthens student access to educational resources.

Key Responsibilities:

- Maintain the library circulation system, including borrowing records, re-shelving, and student and staff data entry.
- Maintain inventory of library materials, including shelf lists, catalogues, or computerized databases where applicable.
- Maintain and post the schedule for library use.
- Classify and catalogue new library materials.
- Maintain the existing library collection and catalogue.
- Order print and non-print materials for the library collection, with approval from the principal.
- Order library supplies required to support library operations.
- Perform regular annual inventory of library resources.
- Weed outdated or unused materials and equipment from the library collection as required.
- Purchase books, update the collection, and account for library funds.
- Promote library materials to school staff and students.
- Provide reference services to staff and students.
- Assist students with borrowing choices, promote popular genres, and encourage young readers.
- Develop programs and activities that support literacy.
- Assist classroom teachers with materials needed to support classroom programming.
- Maintain the smooth operation and continuation of the Follett database.
- Support and improve Membertou's Quality Management System as it relates to job-related duties and departmental responsibilities.
- Perform other department-related duties as assigned by the Principal or Director.

Qualifications & Requirements

The successful candidate should have:

- Completion of a recognized Library Technician Course or Library Technician program.
- Experience working in a school library, public library, educational setting, or related environment would be considered an asset.
- Experience with library circulation systems, cataloguing, classification, and inventory management.
- Knowledge of the Follett database or similar library management software would be considered an asset.
- Strong organizational, administrative, and record-keeping skills.
- Ability to support students in selecting appropriate reading materials and developing literacy skills.

- Ability to work respectfully and effectively with students, staff, families, and community members.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a school-based team.
- Respect for Membertou's values, culture, community, and educational priorities.
- A satisfactory Criminal Record Check, Vulnerable Sector Check and Child registry will be required.

Skills and Abilities

The ideal candidate will demonstrate:

- Strong interest in literacy, student learning, and reading engagement.
- Patience, professionalism, and a student-centered approach.
- Strong attention to detail.
- Ability to maintain an organized and welcoming library space.
- Ability to support classroom teachers and school programming.
- Comfort using technology, library databases, and digital records.
- Respectful communication and confidentiality.
- Commitment to supporting a positive school environment.

Preference is given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences of the Canadian Human Rights Commission.

To Apply: Submit your cover letter and résumé to:

Membertou Human Resources Department
Attention: Scott Thomas
47 Autwen Ma'sl Awti
Membertou, NS B1S-2P5

Or via E-mail to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: Friday, August 28th, 2026, at 4:30 PM AST.

Thank you for applying, however, only those selected for an interview will be contacted.

Membertou reserves the right to pause, extend or revoke this posting at any time without notice.