

The team at the Pickering Public Library are collaborators and innovators. We embrace change, diversity and inclusion. We understand “the why” behind what we do, and we put library clients first.

Our hope is that when anyone visits the Pickering Public Library, whether in person or online, they don’t just walk through a door. Instead, they step into a space that offers everyone possibility. Reveals potential. And provides community for all.

Does this sound like a workplace that aligns with the contributions you want to make in your career?

The Pickering Public Library has a permanent full-time opening for a reliable and hardworking **Engagement Specialist**.

Summary:

The Engagement Specialist is a system-wide content resource responsible for the design, coordination, delivery, and evaluation of inclusive, high-quality events and programming for all ages, within established library frameworks and priorities. This role integrates and complements the work of the Children’s, Youth, and Adults Engagement Specialists by delivering cross-generational and age-specific programming in collaboration with those roles, focusing on local history, nature, children aged 6–12, and older adults.

This position provides functional leadership in support of organizational priorities, strategic plan goals, and community engagement outcomes. The Engagement Specialist champions inclusion, diversity, equity, and belonging; removes barriers to participation; and ensures library spaces—physical and virtual—are welcoming, accessible, and responsive to community needs.

The role mentors staff, builds partnerships, leads projects, and supports a culture of innovation, evaluation, and continuous improvement. In the absence of management staff, the Engagement Specialist may act as in-charge staff member and is responsible for the safe operation of library facilities when scheduled.

Salary: \$37.78/hour - \$41.98/hour (TBC)
Hours: 35 per week
Start Date: June 2026

The Successful Applicant:

Event & Program Development

- Leads events and programming for all ages, with a primary focus on cross-generational, place-based, and community-responsive experiences primarily – but not exclusive to - the Greenwood Heritage Library.
- Conducts and supports needs assessments, research, and environmental scans to identify trends, gaps, and opportunities related to events, local history, nature-based learning, children aged 6–12, and older adults.
- Designs, coordinates, delivers, and evaluates in-person, virtual, hybrid, and outreach events that are innovative, inclusive, and aligned with library priorities.
- Engages the community through structured consultation and co-creation by conducting surveys, focus groups, and outreach with diverse groups to identify priorities, remove barriers, and ensure programs reflect local interests, cultural perspectives, and lived experiences. Collaborates closely with Children’s, Youth, and Adults Specialists to co-create programming, avoid duplication, and ensure cohesive service delivery across age groups.
- Leads signature events and pilots new initiatives based on the annual workplan, with a strong emphasis on evaluation and continuous improvement.

Community Engagement & Partnerships

- Builds and maintains strong partnerships with community organizations, cultural groups, environmental organizations, historical societies, and local agencies.
- Represents the Library within relevant community networks and collaborative initiatives in Pickering and Durham Region.

Branch & System Leadership

- Mentors and supports staff and volunteers involved in event planning and delivery, modeling best practices and library values.
- Designs and delivers staff training, in collaboration with management, to build system-wide capacity for event planning, facilitation, and evaluation.
- Oversees event-related projects, timelines, and resources, ensuring cost-effective and impactful outcomes.

Digital & Promotional Support

- Demonstrates and maintains strong technical proficiency related to digital engagement tools, virtual programming platforms, and creative technologies.
- Collaborates with marketing and communications teams to ensure events are effectively promoted across website, social media, and other channels.

- Responsible for website and digital content related to events, as assigned.

Evaluation & Reporting

- Develops and implements evaluation strategies to measure participation, impact, and outcomes.
- Prepares, analyzes, and presents statistics and reports to inform operational decision-making and service priorities.

Public Service & Operations

- Provides direct public service to clients as part of scheduled public service team needs.
- Acts as in-charge staff member when scheduled, ensuring safe, efficient facility operations.
- Performs other duties consistent with the responsibilities of the position.

Applicants Must Have:

- Bachelor's degree in a related field (e.g., community development, arts and culture, education, recreation, social sciences) or equivalent.
- 12 months of related leadership experience in community engagement, event planning and facilitation, project management, or program development.
- Demonstrated experience designing and delivering programs for diverse age groups and communities.
- Strong knowledge of inclusion, diversity, equity, and accessibility principles.
- Strong technology skills, including MS Office (Word, Excel, Outlook), social media, and creative/digital engagement platforms.
- Ability to work flexible hours, including evenings and weekends.
- Regular access to a vehicle and a valid driver's license is required.

The successful applicant will be scheduled to work varying shifts including days, evenings, and weekends. The applicant may be scheduled at any location within the Library system.

We thank all applicants for their interest. Please note that only applicants selected for an interview will be contacted.

A satisfactory Vulnerable Sector Check is required for most jobs at the Library. Please note that job offers will only be made upon successful completion of all background checks.

Qualified candidates may complete an [online application form](#) where you will be required to upload your resume and cover letter (PDFs only) on or before Friday, **May 29, 2026 by 12:00 noon.**

Alternate formats of this document are available upon request.
Please speak to Human Resources for assistance.