

July 16, 2026

Employment Opportunity Lillooet Area Library Association (LALA)



Library Assistant 35 hours/ week - Full time Permanent

Salary \$27 to \$30/ hr

Start Date: August 24, 2026

Summary:

As assistant to the Library Director, you'll help lead patron service, program development and delivery, marketing, IT support, and administration. We offer a flexible schedule and work location, extended health benefits after three months, and the chance to pick up extra hours on special projects.

We're looking for someone ready to grow with us for the long term. This role starts as a one-year contract, moving to permanent full-time after a successful year. As we plan succession for the Library Director role, this is a chance to help shape this vital public institution through an exciting period of change.

This is a leadership role, and we're looking for genuine enthusiasm for LALA's Mission, Vision, Values and core services. We serve the District of Lillooet, Squamish Lillooet Regional District (SLRD) Areas A and B, and the six Northern St'át'imc communities of T'it'q'et, Ts'al'áh, Se'kelwas, Xwisten, Xaxli'p and Ts'k'way'laxw — through three branches (Lillooet, Gold Bridge and Shalalth) plus outreach to communities without one.

Lillooet is a small, culturally diverse community in unceded St'át'imc Territory, with a service area twice the size of Luxembourg. The area offers a wide range of outdoor activities, recreation centre with swimming, pool, hospital, winery, and a community innovation hub. There are plenty of professional opportunities in the region too — find local job listings (handy if you're relocating with a spouse or partner) [here](#).

We're looking for someone adventurous and curious — a true “poly-librarian” who's excited to wear many hats. You'll keep learning, share what you know, listen well, and thrive in a rugged rural community. We're a close-knit, non-unionized team who cover for each other and pull together to be the best public library we can be.

Please read the LALA Annual reports to the B.C. Libraries Branch for more information about the communities we serve and the facilities we operate.

Duties and Responsibilities

Direct Patron Service

- Must be able to perform all circulation and patron service duties as required, to cover staff illness, holidays etc.

- Provide reference services, invigilation and other special assistance to patrons as required

Programming

- Deliver regular programs for children, youth and families at the Lillooet Public Library
- Administer the “Books.Kids.Love” program
- Liaison with local children and youth organizations to cooperate and provide programming and outreach services for preschool and school aged children
- Assist outlying Branch Librarians to plan and deliver special programs for children, youth and adults
- Assist Adult Learning Facilitator in the planning and delivery of events and programs for adults
- Assist in the development of training programs for patrons and staff

Marketing

- Lead social media and print advertising for all library programs and services. Oversea the Community Calendar
- Develop outreach programs and materials to increase knowledge and use of library resources

Information Technology Support

- Act as system administrator on Sitka ILS, assist and train staff to use library software
- Run reports as required on Sitka ILS for gathering statistics, ILS maintenance and collection maintenance
- Perform basic equipment maintenance and resolve routine hardware and software problems
- Log support tickets with Sitka IT Support when required through approved reporting channels
- Work with the Library Director to prepare for system upgrades and other IT related projects

Collection Management

- Assist the Library Director with the maintenance and development of the collection
- Develop plans for special collections; art, tools, explorer kits.

Administrative Support

- Assists the Library Director with the annual and long-term planning of library services in accordance with the Strategic Plan
- Assist with the preparation of monthly statistics

Required Education and Experience:

- Library & Information Technology Diploma or its equivalent
- Experience in a library or similar public service environment
- Supervisory and leadership experience

Required attributes/ knowledge/ physical demands

- Passion to deliver excellent patron service
- Enthusiasm for libraries, literacy and community

- Strong organizational skills and attention to detail
- Knowledge of automated library systems and public library operations
- Good interpersonal, communication, organizational and time management skills
- Competent and able to provide direction to patrons with questions about Microsoft Office and browser applications
- Demonstrated cultural awareness and sensitivity, ability to work effectively in diverse cultural settings, especially with Indigenous communities
- Ability to work in a flexible and changing environment; including adapting to changes in responsibilities and duties
- Ability to establish and maintain effective working relationships with staff and public
- Ability to use sound decision making in the application of library policies and procedures
- Understanding of internet protocols and intermediate internet search skills
- Criminal record check required every 5 years
- Ability to lift and carry up to 15 Kg
- This position requires extensive computer work, both standing and sitting
- Driver's license required

Submit cover letter and resume to Library Director Toby Mueller, director@lillooetlibrary.ca

Start date: August 24th, 2026. This position is open until filled. Your application will be acknowledged as received, but only candidates eligible for an interview will be contacted.