

**Anglican Church of New Brunswick
(Diocese of Fredericton)
Resource Centre Officer
(Summer Student Term)
Rothesay, New Brunswick**



The Diocese of Fredericton, an Anglican faith-based organization, is seeking a summer student to work at its Diocesan Resource Centre to help get it established in its new location, St. Paul's Church in Rothesay (4 Church Avenue). The Centre contains a number of educational materials such as books and video resources that are available for loan to individuals and churches. The student will work normal weekday hours onsite at the new location. Reporting to diocesan staff in Fredericton, the successful candidate will be expected to work well independently. Duties will include organizing the display of materials, updating the catalogue, coordinating the borrowing and returning of resources, and creating an outreach program to cultivate awareness of the Resource Centre.

Tasks and Responsibilities:

- Ensuring that the Resource Centre continues to be functional (ie. Acting as the librarian)
- Main task will be to inventory the resources and populate a new electronic cataloguing system
- If interested, there may be opportunities to be involved in community engagement opportunities with the Parish of Rothesay

Supervision and Mentoring Plans:

The summer student will work independently with occasional monitoring by a parish staff member.

Desired Level of Education: Partial Post-Secondary

Library Science - Hands on experience in a Resource Centre

General B.A. or B.ED - Working with education materials and the public

Marketing - Increasing public awareness of what the Resource Centre Offers

If you are interested in getting involved in a stable Christian organization and are prepared to do whatever is required to contribute to its success over the summer, then this opportunity is for you.

Application process:

Qualified applicants are to submit, in confidence, their cover letter and resume, no later than Friday, April 22nd to:

The Diocesan Synod of Fredericton

168 Church Street

Fredericton, NB, E3B 4C9

E: application@anglican.nb.ca

F: (506) 406-0567

We thank all candidates for their interest; however, only those selected for an interview will be contacted. Please, no telephone calls.