



Quebec Public Interest Group at McGill

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Call for Applications: Resource Centre Coordinator (Work Study Contract)

The Québec Public Interest Research Group at McGill University (QPIRG-McGill) is a student-funded non-profit organization that conducts research, education and action on a variety of social justice and environmental issues at McGill and in the Montreal community. The QPIRG-McGill Resource Centre is dedicated to providing hard-to-find books, periodicals, media and zines that contribute to QPIRG-McGill's anti-oppression mandate and support its working groups. In addition to lending resources to McGill students and community members, the Resource Centre is dedicated to promoting personal development and community building through the sharing and preservation of diverse forms of knowledge, whether they are found in books or learned through skill-sharing.

QPIRG-McGill is hiring one (1) part-time Resource Centre Coordinator through McGill's Work Study program. Only students eligible for the program are able to apply to this position (eligibility requirements can be found [here](#)).

Contract Details

Contract length: 1 year (with possibility of renewal)

Contract start date: Wednesday, May 1st, 2024

Total compensation: \$13,509.60

Hours: Part time. For more information, please DM us on social media or email us at info@qpirgmcgill.org

Location: Montreal, QC

Application deadline: Applications accepted on a rolling basis. Firm deadline: Monday, April 1st, 2024 at 11:59pm

PLEASE NOTE: NOTE: THIS POSITION IS BEING OFFERED UNDER THE WORK-STUDY PROGRAM AT MCGILL UNIVERSITY. Only students eligible for Work Study will be considered for this position: <http://www.mcgill.ca/studentaid/work-study>

Duties and Responsibilities

- Manage the overall operation and maintenance of [QPIRG-McGill Alternative Library](#) including: opening and closing with regular hours, circulation (checkout and return), finance (book purchases and library/archival equipment procurement), promotion and communications;
- Manage the library's archival holdings including: ensuring proper and organized storage of materials, coordinating research requests;
- Catalog, label, and organize new and existing materials;
- Update and maintain our shared [online catalog](#) by liaising with other resource centers in the Alternative Libraries network;
- Assist students, researchers, and the general public in accessing the library and archive's resources and materials;
- Coordinate the Free Textbook Loan Program including: approving borrowing and donation requests, keeping track of borrowed and returned books, maintaining upkeep of bookshelves in the Arts Lounge, promotion and communications (*Please note: QPIRG is applying for funding for a separate Textbook Program Coordinator position to take on all responsibilities related to this project. Until then, the onboarding Resource Centre Coordinator will continue coordinating this project and collaborating with other QPIRG staff to secure this funding*);
- Collaborate with the Outreach and Promotions Coordinator to advertise the library's activities and resources to McGill students and community members;
- Coordinate and train library volunteers as necessary;
- Collaborate with other QPIRG staff as necessary;
- Develop policies and materials to make the library more accessible to persons with disabilities;
- Submit an annual report detailing the work completed to the QPIRG General Assembly in April.

A successful candidate will possess the following:

- A passion for reading and libraries;
- Strong organizational skills;
- Excellent interpersonal skills;
- Excellent computer skills;
- Technological adeptness and willingness to learn new software and tools;
- Knowledge of and/or lived experience with social and environmental justice issues;
- Understanding of anti-oppression framework in the workplace;
- Ability to take initiative and work independently and collaboratively;
- Ability to work in person at the library at least one day a week except statutory holidays, in compliance with public health measures;



- Ability to work with vulnerable, marginalized communities or individuals;
- Knowledge of QPIRG-McGill.

The following qualifications are considered assets:

- Candidates with graduation term after Spring 2025 are preferred;
- Previous library and/or archival experience, especially cataloging and using library and/or archival technologies;
- Previous activist and/or community organizing experience;
- Experience using Google Suite, Slack, Notion, Mailchimp, Canva or other graphic design tools;
- Knowledge of good data management practices, especially in a non-profit, community organization;
- Knowledge of and sensitivity to the lived reality of Indigenous people experiencing homelessness, especially in Milton-Parc;
- Bilingualism with English and French or an Indigenous language.

Working Conditions

Workspace

QPIRG-McGill is located at 3516 Av du Parc, a building that provides a communal and inclusive space for everyone regardless of background, including vulnerable and marginalized groups. The library is located on the first floor, and the QPIRG office and archives are located on the second floor. We share our library space on the first floor with Comm-Un, a community organization focused on supporting Indigenous homeless individuals through cultural activities.

Accessibility

The building will have a wheelchair ramp installed at the front door by May 2024. However, the building does not have a wheelchair accessible bathroom. Unfortunately, the QPIRG office and archives on the second floor are not wheelchair accessible.

How to Apply

Fill out the application form and submit your CV [here](#) by **Monday, April 1st at 11:59pm**. Applicants are strongly encouraged to share any accessibility needs during the application process, and every attempt will be made to accommodate them.

We're grateful for your interest in this position and only candidates selected for an interview will be contacted.



Employment Equity:

QPIRG values the contributions that individuals who identify as members of marginalized communities bring to our organization. We encourage Indigenous people, people of colour, people with disabilities, people identifying as LGBTQ+, women, immigrants and people from working class backgrounds to apply. We recognize that this list is neither exhaustive nor representative of the intersectionality present within each individual. We encourage these individuals to apply for these positions, and to describe their unique contributions in their applications. **Work experience at QPIRG is not a prerequisite for the position, nor will it privilege your application.** Please indicate in your proposal if you would like to be considered for employment equity (full policy available upon request).

