



Pictou-Antigonish Regional Library

The **Pictou-Antigonish Regional Library** invites applications for the following full-time term position in the New Glasgow, Stellarton, Trenton and Westville Libraries:

Seniors Technology Trainer

Submit resume and cover letter no later than November 18th 2025 to:

Melanie Pauls, Community Technology Manager
283 Main Street
Antigonish, NS
B2G 2C3

Fax: (902)863-9318

mpauls@parl.ns.ca

More information and a full job description can be found at
www.parl.ns.ca

We thank all who apply; however only applicants selected for an interview will be contacted.

The Pictou Antigonish Regional Library is
now accepting applications for the following position:

Seniors Technology Trainer

Location: New Glasgow, Stellarton, Trenton and Westville

Proposed Start Date: November 25, 2025

Work Term: 35 hours/week until March 31

Introduction: Working under the direction of the Community Technology Manager, as well as the Executive Director for @NS, your job will be to develop resources for training seniors in the use of tablets, computers and other Internet connected devices, and the delivery of related workshops and information in group or one-on-one sessions. We are looking for someone who is highly motivated, a team player and is willing to travel to various locations.

Duties and Responsibilities:

- Review and update previously created training materials to ensure they are relevant.
- Develop lessons, both group and one-on-one, based on needs identified in the community.
- Create promotional materials
- Create handouts and cheat sheets for tablets, laptops and mobile devices
- Create an exit survey for one-on-one and group sessions to ensure numbers and type of learning are being tracked
- Create a form to collect as many statistics as possible – respond to trends
- Other duties as identified as project moves forward

Qualifications:

- High School diploma with some post secondary education
- Be a Canadian citizen, a permanent resident, or a person who has refugee protection has been conferred under the Immigrations and Refugee Protection Act
- A successful RCMP Criminal Records Check
- A valid driver's license and access to reliable transportation (proof of insurance required)

Criteria & Skills:

- Must have a good working knowledge of hardware like laptops, tablets and smartphones and software like Windows, Android and iOS and Microsoft Office
- Ability to work independently with little supervision
- Effective communicator with strong interpersonal skills and written communication
- Demonstrated experience in dealing with the public and community organizations

Please submit resume with cover letter clearly outlining the qualifications and skills you have that match what is outlined above by November 18th to:

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