



Ajax Public Library
55 Harwood Ave. S.
Ajax, ON L1S 2H8
905-683-4000
ajaxlibrary.ca

Position: Marketing Assistant
Classification: Temporary Full-Time (Until Approx April 2026 with the possibility for extension)
Number of Positions: One (1)
Vacancy: New
Location: System-wide, involving work at all branches
Salary/Wage: \$27.42/hour
Schedule: 70 hours per 2-week period, evenings and weekends required.
Date Posted: Monday December 2nd, 2025
Internal Closing Date: Monday December 9th, 2025
External Closing Date: Monday December 16th, 2025

Position Summary

Ajax Public Library is currently recruiting one (1) candidate for the temporary position of **Marketing Assistant** (Full-Time). Under the direct supervision of the Coordinator of Marketing and Communications, the Marketing Assistant supports various functions of the Library including customer service, programming, special events, and collection development. The Marketing and Communications team executes strategies to increase the visibility of the Library in our community and industry. This is done through the production of attractive and effective promotional campaigns and materials for print and digital channels.

Education and Experience

- Post-secondary diploma from an accredited college in Marketing & Communications or related discipline;
- Minimum six (6) months experience with the key duties of the position, and the ability to meet deadlines in a high-pressure environment.

Position Responsibilities

- Supports the promotion of Library services and augments the Library's presence in the community through the production of print and digital materials;
- Creates and monitors content on the Library's website and social media channels;
- Undertakes regular administrative tasks to support the function and coordination of the Marketing and Communications team;
- Assists in the development of signature events, with the expectation to attend events as necessary for media support and ensure event success;
- Identifies and evaluates marketing trends and key opportunities;
- Prepares reports and statistics as required;

- Other duties as assigned.

Preferred Skills

- Extensive experience with graphic design and marketing software. Experience with Adobe Creative Suite (InDesign, Illustrator, and Photoshop) preferred;
- Demonstrated knowledge of graphic design, publication layout, and digital media production;
- Knowledge of social media best practices, use of platform managers, and experience creating content of various formats for major social media platforms;
- Experience with photography and/or short-form video content is considered an asset;
- Attention to detail and ability to consistently apply branding standards to content;
- Understanding of design for Accessibility for Ontarians with a Disability Act compliance, and application of other relevant legislation (ex. Canadian Copyright Act, Canadian Anti-Spam Legislation, etc.);
- Demonstrated knowledge of Windows-based operating systems and Microsoft Office suite.

What's In It For You

- Optional OMERS pension plan employer-matched contributions
- Free on-site parking;
- Confidential Employee and Family Assistance Program (EFAP);
- Free employee membership to Town of Ajax Fitness Facilities;
- Engaged learning culture and professional development opportunities;
- Collaborative team members who are driven by the Library's shared values and who are constantly inspired to do great work.

We Value

- **Intellectual Freedom:** We defend democratic principles, freedom of thought and expression.
- **Connection:** We facilitate connections to knowledge and to one another.
- **Inclusion:** We welcome people from diverse backgrounds and lived experiences.
- **Equity:** We strive to remove barriers and empower the entire community in pursuit of their goals and achievements.

Application Information

How to Apply

Candidates are invited to apply electronically to libraryjobs@ajaxlibrary.ca. Cover letter and résumé must be submitted in Word or PDF format.

Applications must be received by 5:00 p.m. on Monday December 9th, 2025 for internal applications and Monday December 16th, 2025 for external applications.

Contact and Use of Information

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information will be used strictly for candidate selection. The Ajax Public Library does not use Artificial Intelligence (AI) as part of the recruitment process.

Provisions of Employment

A satisfactory vulnerable sector/Criminal Records Check from all successful candidates.

Diversity and Accessibility in the Workplace

Ajax Public Library is an equal opportunity employer, committed to diversity and accessibility within the workplace, and ensuring all employees feel valued, respected, and supported. As a best practice, Ajax Public Library embraces diversity and gender expression through policy, staff training, and providing positive spaces. The Library encourages applications from all qualified candidates. Accommodations will be provided in all parts of the recruitment process as required. Applicants are asked to make their needs known in advance. Any information relating to accommodation measures will be addressed confidentially.