



Newfoundland & Labrador  
**Public Libraries**

**Public Employment Opportunity**

**French Language Services Specialist**

**Provincial Resource Library Division, St. John's NL**

## Competition Details

<b>Referral Number</b>	PILRB-FLSS-25-74
<b>Employment type</b>	Temporary, until June 30, 2026, with possibility of extension.  Financial assistance for this project is provided through the <i>Canada – Newfoundland and Labrador Agreement for Minority-Language Education and Second Official-Language Instruction</i> .
<b>Closing Date:</b>	March 23, 2026
<b>Salary (scale)</b>	CG 37: \$65,756.60 - \$73,473.40 per annum
<b>No. of Hours</b>	35 regular hours per week

## Position Details

<b>Context</b>	<a href="https://nlpl.ca/about.html">https://nlpl.ca/about.html</a>
<b>Duties</b>	<p>The French Language Services Specialist will have a passion for libraries, books and reading, French language and culture. Fluent in written and spoken French, outgoing and community minded, they are committed to enhancing and promoting library services in French to residents of Newfoundland and Labrador.</p> <p>Reporting to the Manager, Provincial Resource Library, and in consultation with professional and technical staff, this position will be responsible for creating, coordinating, and delivering public library programming in French for all ages; assisting with French language collection development, reader's advisory and reference services; supporting outreach to the Francophone community; and developing French-language content to support delivery of effective and inclusive public library services to the residents of Newfoundland and Labrador.</p>

## Merit Criteria

<b>Screening Criteria</b>	<ol style="list-style-type: none"><li>1. Completion of a post-secondary degree or diploma</li><li>2. Bilingual French/English (speaking, reading &amp; writing)</li><li>3. Experience in using computer applications, the Internet and digital information sources</li><li>4. Experience in planning and delivering programs (asset)</li><li>5. Experience in working in a public library or related setting (asset)</li></ol>
<b>Assessment Criteria</b>	<ol style="list-style-type: none"><li>1. Knowledge of computers, computer applications and digital information sources</li><li>2. Knowledge of public library services, programs, and collections</li><li>3. Ability to communicate effectively in both official languages</li><li>4. Presentation skills</li><li>5. Interpersonal skills</li><li>6. Organizational skills</li><li>7. Critical thinking skills</li><li>8. Relationship building and collaboration skills</li><li>9. Commitment to services delivery excellence</li><li>10. Self-motivation and initiative</li></ol>

## Conditions of Employment

<b>Conditions of Offer</b>	<ol style="list-style-type: none"><li>1. Recent and satisfactory Criminal Records Check from local police, including a Vulnerable Sector Check.</li><li>2. A valid Emergency First Aid Certificate. Can be obtained either prior to, or during employment</li><li>3. A valid driver's license and clear driver's abstract</li></ol>
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## Conditions of Acceptance

### Applicant Information

For more information about this opportunity, please call: Ms. Susan Prior at (709) 737-3418 or via email at [sprior@nlpl.ca](mailto:sprior@nlpl.ca)

- Newfoundland and Labrador Public Libraries values diversity in the workplace and is an equal opportunity employer.
  - Disability related accommodations and alternate formats are available upon request at any stage of the recruitment process by contacting the Selection Board Chair.
  - Newfoundland and Labrador Public Libraries requires all applicants to be legally eligible to work in Canada without sponsorship.
  - Applications must be received on or before the closing date stated for this job posting.
  - Applications that do not clearly demonstrate the required criteria will be screened out.
  - All applications must contain accurate contact information, including current mailing address, email address and phone number.
  - This competition may be used to fill future similar vacancies with Newfoundland and Labrador Public Libraries.
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## How to Apply

Applications, quoting Competition Number PILRB-FLSS-25-74, should be submitted:

### By Mail

Selection Board Chair  
Newfoundland and Labrador Public Libraries  
Arts & Culture Centre  
125 Allandale Road  
St. John's, NL  
A1B 3A3

### By Fax

(709) 737-2660

### By Email

[jobs@nlpl.ca](mailto:jobs@nlpl.ca)

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03/06/26