

## **Morrin Centre – Children's Reading Program Assistant**

The Morrin Centre, a National Historic Site and English-language cultural centre in the heart of Old Quebec, is hiring a Children's Reading Program Assistant to plan and deliver children's programming at the Morrin Centre and in local schools.

Candidates should have an interest in children's literature, strong communication skills, and must be energetic, out-going, and punctual. He/she must be able to work both autonomously and within a team environment. Candidates must have advanced knowledge of both oral and written French and English, as well as relevant experience using social media.

The successful candidate will have completed at least one year of post-secondary studies in one of the following fields:

- Education;
- Children's Literature;
- Library Studies;
- Or another relevant discipline.

The candidate will be responsible for the following programs and tasks:

Storytime (for children age 3 to 7)

- Plan and run the weekly Storytime activities held on Saturday mornings. Please note that due to the current Covid-19 pandemic, activities are currently being held online using the Zoom platform;
- Write communications in both English and French to promote Storytime activities to the public on the Morrin Centre's website and Facebook page;

Coding Workshops in Schools (for children ages 6 to 12)

- Deliver one-hour coding workshops to students in grades 1 to 6. Please note that due to the current Covid-19 pandemic, activities are currently being held online;
- Adapt the workshop presentations and content to the differing age groups.
- Manage the tools and materials related to coding in schools.
- Promote the Morrin Centre programs in local schools.

Additionally, the Children's Reading Program Assistant will:

- Assist with Morrin Centre events, including the Imagination Writers' Festival, Literary Feast, and Members' Day;
- Contribute to the development of new educational programming;
- Solicit sponsorships and in-kind contributions.

**Work Experience** – At least 2 years of experience in the educational and/or cultural sectors, including experience working with children. Knowledge of the local English-speaking community will be considered an asset.

**Other** – A valid driver's license would be an asset for this position

Start date: Sept. 10  
15-20 hours per week

The selection process will be based on an evaluation of the candidate's communication skills, experience, and knowledge of both official languages.

**To apply for this position, please forward a cover letter in both English and French, and a resume to: [jobs@morrin.org](mailto:jobs@morrin.org).**

Thank you for your interest in this position and our organization. Only candidates selected for an interview will be contacted.