



**Anglican Church of New Brunswick  
(Diocese of Fredericton)  
Resource Centre Officer  
(Summer Student Term)  
Fredericton, New Brunswick**

The Diocese of Fredericton, an Anglican faith based organization, is seeking summer student to work at its Diocesan Resource Centre to prepare it for another summer of public use. The Centre contains a number of educational materials such as books and video resources that are available for loan to individuals and churches. The student will work normal weekday hours onsite at the new location within the Threshold Ministries Library, located at 105 Mountain View Drive in Saint John. Reporting to Diocesan Staff in Fredericton, the successful candidate will be expected to work well independently. Duties will include organizing the display of materials, updating the catalogue, coordinating the borrowing and returning of resources, and creating an outreach program to cultivate awareness of the Resource Centre.

**Tasks and Responsibilities:**

- Ensuring that the Resource Centre continues to be functional (ie. cataloguing)
- Main task will be to increase people's awareness of what the centre offers to encourage regular use. To read books and resources and publish reviews.
- To transfer historical information from card files to an electronic database

**Supervision and Mentoring Plans:**

The summer student will work independently with occasional monitoring by a synod staff member. The site at Threshold Ministries has a part-time librarian who will provide minimal supervision and support while on site.

**Desired Level of Education:** Post-Secondary

Library Science - Hands on experience in a Resource Centre

General B.A. or B.ED - Working with education materials and the public

Marketing - Increasing public awareness of what the Resource Centre Offers

If you are interested in getting involved in a stable Christian organization and are prepared to do whatever is required to contribute to its success over the summer, then this opportunity is for you.

**Application process:**

Qualified applicants are to submit, in confidence, their cover letter and resume, no later than Friday, July 6<sup>th</sup> to:

The Diocesan Synod of Fredericton

115 Church Street

Fredericton, NB, E3B 4C8

E: [application@anglican.nb.ca](mailto:application@anglican.nb.ca)

F: (506) 460-0520

*We thank all candidates for their interest; however, only those selected for an interview will be contacted. Please, no telephone calls.*