



The **Library of Parliament** is a non-partisan organization that supports Canadian parliamentary democracy and provides a stimulating and rewarding work environment. We recognize that our employees are our most important asset, which is why we offer excellent benefits, a minimum of four weeks' vacation leave, flexible work schedule options, a 35-hour work week, learning opportunities to support professional and career development, competitive salaries and more!

The Library of Parliament believes that the excellence for which it is known is enhanced by nurturing an inclusive workplace that embraces diversity, values differences and supports the full participation of all employees. The Library is committed to creating and maintaining a diverse workforce reflecting the communities in which we live and work, the clients with whom we work, and Canadian society as a whole.

**Research and Education** provides high-quality, substantive and timely information, research and analysis to parliamentary committees, individual senators and members of the House of Commons, and parliamentary associations and delegations. This team also administers, through the **Public Education Programs**, the Library's public, educational and visitor programs, which help to educate and inform Canadians about Parliament and its institutions with a variety of tools and resources, including guided tours, exhibits, educational material and print and web resources.

We are currently looking for candidates to staff the following position: **Program Officer**.

The **Program Officer** acts as the senior liaison with the educational community pertaining to pedagogical programs about Canada's Parliament. The Program Officer plans, develops, implements, coordinates and evaluates educational programs, including seminars, educational resources and special events, and the Teachers Institute on Canadian Parliamentary Democracy, to support Parliament and parliamentarians in increasing the public's awareness and appreciation for parliamentary democracy in Canada.

**PROGRAM OFFICER  
EDUCATION AND LEARNING  
RESEARCH AND EDUCATION**

Indeterminate Position

MPA-3 (\$73,887 - \$87,404) \*

(Bilingual staffing – imperative: CBC/CBC)

**Note:** While this position is eligible for part-time telework, regular on-site presence is required at Library of Parliament workplaces located in the National Capital Region.

\*Salary under review. Pay scale is based on 2021 rates.

For the purposes of this selection process, the competencies listed in the attached Competency Profile will be evaluated.

**The following knowledge criteria will also be evaluated:**

- Knowledge of Canadian and Parliamentary history, the federal government, and the roles and responsibilities of parliamentarians
- Knowledge of education theory, teaching techniques and current pedagogical methods in Canadian education, including adult learning
- Knowledge of event and project planning methodologies, procedures, and practices
- Knowledge of Canadian provincial curriculum and trends in the field of education.

**To be considered, candidates must have:**

- A post-secondary education in a field related to the duties of the position OR an acceptable combination of relevant education, training and experience.
- Experience in the development, coordination and drafting of written communication products for target audiences, promotional initiatives, and program planning documents.
- Experience in managing multiple programs simultaneously and dealing with various internal and external stakeholders, including acting as a representative for the institution/organization.
- Experience in the planning and implementation of learning programs and events.

**Asset:**

- Experience working with online learning projects and/or knowledge of educational strategies.

**Candidates retained in this selection process will be required to obtain successfully:**

- A second-language evaluation (Bilingual staffing – imperative: [CBC/CBC](#)).
- A pre-employment screening.

**Additional Information:**

- The Library of Parliament welcomes all candidates to apply and encourages applications from Indigenous persons, racialized persons, 2SLGBTQI+ persons, and persons with disabilities for this position.
- This selection process is open to the public.
- This selection process may include a second-language evaluation, a written qualifying exam and an interview. The interview will consist of behavioural, situational and knowledge-based questions. Candidates will be required to pass each stage in order to move to the next stage of the selection process.

- We are committed to providing an inclusive and barrier-free work environment, starting with the staffing process. If you require accommodations during any phase of the evaluation process, please contact us at [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca).
- Qualified candidates from this selection process may be considered for determinate or indeterminate positions at the Library of Parliament that require similar knowledge and/or competencies.
- Education and experience requirements will be used to determine which candidates will be asked to participate in the next stage of the selection process.
- Satisfactory references and proof of education are essential conditions of appointment.
- Travel and relocation expenses are the responsibility of the candidates.
- Only those legally permitted to work in Canada can participate in this selection process.

**Apply no later than 25 February 2024 – 11:59 p.m. (Eastern Time).**

To apply, please send us your curriculum vitae, along with a covering letter indicating how you meet each of the education and experience requirements of the position.

Please quote your **name and Staffing Process 23-LOP-388** in your documents and in the subject line of your email.

Send your application by email at [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca).

Questions? Contact Human Resources at 613-617-0943 or [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca).

**We thank you for your interest. Please note that only those selected for further consideration will be contacted.**

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