



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: **Project Officer, Public Outreach and Interpretation**.

The **Project Officer** plans, researches, develops, implements, coordinates and evaluates interpretive, outreach and educational projects, including visitor programs and services, exhibits, publications, multimedia products, classroom resources and web products, to support Parliament and parliamentarians in increasing the public's knowledge of and appreciation for Parliament.

**PROJECT OFFICER
PUBLIC OUTREACH AND INTERPRETATION
RESEARCH AND EDUCATION**

Determinate Positions

MPA-2 (\$74,082 - \$87,635)

(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.

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 project management methodology, project planning, and evaluation techniques/strategies
- Knowledge of heritage interpretation theory and techniques, and visitor experience theory and methodology
- Knowledge of public outreach strategies and methodologies for targeting content to specific and varied audiences
- Knowledge of Canadian and parliamentary history; the structure of Parliament and the legislative process, as well as the art and architecture of the Parliament Buildings

To be considered, candidates must have:

- A Bachelor's degree from a recognized university that is relevant to the duties of the position OR an acceptable combination of relevant education, work experience and training
- Experience in planning and coordinating projects for the development and delivery of programs, products and services to various clients, including the supervision of external contractors
- Experience in the development, coordination and/or drafting of written communications for promotional initiatives and strategies, and planning documents

Asset:

- Experience 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, 2SLGBTQIA+ persons, and persons with disabilities for this position.
- This selection process is open to the public and to employees of the Library of Parliament, the Senate, the House of Commons, the Office of the Senate Ethics Officer, the Office of the Conflict of Interest and Ethics Commissioner, the Parliamentary Protective Service and the Office of the Parliamentary Budget Officer.
- 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.
- 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 3 November 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 **full name and 24-LOP-307** in your documents and in the subject line of your email.

Send your application by email at LOPCareers-CarrieresBDP@parl.gc.ca.

Questions? Contact Human Resources at 613-617-0943 or LOPCareers-CarrieresBDP@parl.gc.ca.

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