

JOB TITLE	DIVERSITY AUDIT ASSISTANT
Recruitment Ref #	UN-DAA-F401
Location	To be determined
Salary	\$33.54 per hour
Start Date	June 2026
Duration	Approximately 4 months
Hours	35 hours per week as scheduled
Responsibilities	The Diversity Audit Assistant supports system-wide efforts to ensure VPL's physical collection reflects diverse voices, identities, and lived experiences. The position focuses on conducting a comprehensive diversity audit, analyzing representation across the collection, and collaborating with staff to prepare reports and recommendations. The Assistant will gain hands-on experience in collection development, data analysis, and equity-informed library practices.
Requirements	<ul style="list-style-type: none"> • Enrolled in a Master of Library and Information Studies program or completed Library and Information Technician Diploma, undergraduate degree, or equivalent • Meets Vaughan Public Libraries' minimal Technology Competencies • Experience working with data (Excel, spreadsheets, or similar tools) is an asset • Effective writing and communication skills • Ability to work both independently and collaboratively in a team environment • Excellent time management and organizational skills • Demonstrated ability to follow structured guidelines and maintain consistency in data handling • Strong interpersonal skills
How to Apply	Applicants for this position must submit an up-to-date resume, accompanied by a covering letter stating the position and recruitment reference #UN-DAA-F401. Incomplete submissions will not be accepted. Applications should be addressed to: The Recruitment Office, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, Ontario L6A 4W2. Submissions are accepted by applying through our Applicant Tracking System on our website at https://www.vaughanpl.info/jobs#ats
Closing Date of Posting	NO LATER THAN SUNDAY, MAY 24, 2026 by 4:30 p.m.
For Further Information	Please contact vpjjobs@vaughan.ca .
Other	<p>In order to qualify for permanent employment within any department or service location with the Vaughan Public Library Board, an applicant must not be related to any member of staff of that department or service location.</p> <p>Vaughan Public Libraries aspires to employ a staff that fully represents the diversity of the community we serve. VPL is committed to equity in its policies, practices, and programs, and we support diversity in our services to the public, our staff complement and in the work environment. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply. Vaughan Public Libraries is a proud recipient of the Angus Mowat Award of Excellence, awarded by the Ministry of Tourism, Culture and Sport for our Belonging Initiative. This celebrated an all-encompassing movement toward diversity, equity and inclusion across the entire organization — in our corporate culture, our operations and our relationship with the community, through services, resources, programming and spaces.</p> <p>Vaughan Public Libraries is committed to the principles of the Accessibility for Ontarians with Disability Act (AODA). As such, we strive to make our recruitment, assessment, and selection process as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact vpjjobs@vaughan.ca. Vaughan Public Libraries is also committed to ensuring that confidentiality is maintained throughout all aspects of the recruitment cycle.</p> <p>Artificial Intelligence (AI) Transparency Notice At Vaughan Public Libraries, we are committed to transparency and fairness in our recruitment process. While we utilize an Applicant Tracking System, we do not currently use AI technology to screen, assess or select applicants during to the recruitment process. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, and experience. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.</p>