

Expression of Interest Deadline: Friday, August 7, 2026, at 11:30 p.m. ET.

Career Coaches in Residence Fall 2026 / Winter 2027

September 8, 2026 – February 6, 2027

- 20-week residency, including a two-week break from December 21, 2026, to January 1, 2027

Location: The CCIR will operate using a hybrid work model. The successful candidate(s) must be available to travel to any Toronto Public Library branch, as operationally required.

Focus: Career Counselling

Toronto Public Library (TPL) invites applications from individuals with extensive career counselling experience to serve as a 2026–2027 Career Coach in Residence (CCIR).

TPL anticipates awarding multiple CCIR positions but reserves the right to determine the final number of positions awarded. The final number may vary based on operational requirements and the quality and volume of applications received.

The CCIR program supports TPL's job search and career services, with a focus on younger adults, by providing access to employment guidance and workforce skill development. The program is designed to create awareness of job and career resources available through TPL, promote career exploration through skill development and provide guidance navigating the current labour market. The program scope does not include coordinating work placement opportunities.

CCIRs will lead engaging programs and workshops and provide one-on-one consultations. The residency may also include delivering staff training and/or developing a resource to be completed by February 2027.

The CCIR supports the library's strategic priorities of:

- Torontonians have continuous, lifelong and self-directed learning opportunities to develop multiple literacies that support health, education, employment and entrepreneurship, and enhance their quality of life.
- Focus on equity¹: Closing the gap for those who are least able to access the opportunities provided by the knowledge economy, actively breaking down barriers to information, information literacy and platforms for expression.
- TPL's [Youth Service Strategy](#).

This residency is generously supported by:

Lead Donor:
Azrieli Foundation



Supporting Donors:

Fidelity Canada

Friends of Toronto Public Library, South Chapter

The William and Nona Heaslip Foundation

While planning this residency, The CCIR should use an equity lens to support inclusion of Indigenous communities and equity-deserving groups ¹ and/or vulnerable populations . Toronto Public Library (TPL) invites applicants with experience working with equity-deserving groups to fill the role of TPL's 2026 CCIR.

¹ Equity-deserving groups include, but may not be limited to: Black communities, racialized groups, women, 2SLGBTQ+ communities, persons with disabilities, immigrants, refugees and undocumented individuals, persons with low income, and vulnerable seniors. TPL is committed to reach, engage and reflect equity-deserving groups. TPL's Equity Statement can be found online at <https://www.torontopubliclibrary.ca/terms-of-use/library-policies/equity-statement.jsp>.

Qualifications:

- An industry expert with a minimum of three (3) years of professional expertise in the area of career coaching, recruitment, job development and/or social services-related fields serving younger adults
- Formal education at a post-secondary level and/or equivalent professional training in career counselling, human resources, social work, psychology or related fields
- Experience working with diverse socioeconomic, cultural and multi-barriered youth
- Experience in mentoring youth facing multiple barriers to employment and facilitating employment-related workshops
- Familiarity with current local economic conditions, diverse career paths and gaps in services for youth requiring support entering the labour market
- Familiarity with various job search strategies and training and development techniques
- Experience as a community activator with a proven track record in community engagement and raising awareness in professional area of expertise
- Experience with delivering programs and workshops to audiences of varying knowledge and skill levels
- Excellent communication skills in coaching, teaching and public speaking
- Excellent oral and written communication skills
- Experience working with the public and program delivery in public settings
- An understanding of public libraries' role in supporting universal access to a broad range of human knowledge, experience, information and ideas in a welcoming and supportive environment.
- Experience with using social media for professional purposes
- Knowledge of remote video conferencing platforms and Internet technology
- Ability to work remotely and in-branch to support program requirements

The CCIR will have the following core responsibilities:

- Create and deliver programs and workshops, along with support materials, related to their area of expertise
- Meet with library users and community groups through appointments to consult on career goals

Target Audience:

The Career Coaches in Residence program aims to support employment-seeking younger adults who are looking to build knowledge, skills and confidence through guidance from career coaching.

Requirements of the Residency:

- A 20-week residency; 14 hours a week; flexible work schedule (280 hours total).
- Attend required orientation, planning sessions, meetings and training activities in advance of and throughout the residency (time spent at these orientations are in advance of the scheduled 20-week residency). The hours spent at the orientations are part of the total 280 hours.
- Minimum of eight (8) programs (workshops or lectures) during residency. Programs may be done in collaboration with other TPL career coaches. Structure and format (e.g. length) to be discussed with library staff.
- Submit summary reports and encourage participant feedback after each appointment, session or program (details to be discussed with TPL staff).
- Create 2-4 career related blog posts to be published on the TPL website.
- Develop resource materials and offer feedback to enhance youth experience when using career development resources and services at TPL.
- Reschedule and deliver any cancelled programs or sessions due to Resident unavailability within the respective 20-week residency period.
- Provide 3 interim invoices and 1 final invoice for 25% of the total fixed fee (plus any required HST).
- Please note: The Resident leads the development of the programming. The program sponsor does not participate in program or content review or development.

Remuneration: Each successful applicant will receive a total fee of \$16,000 for the full residency term.

Expenses: The residency fee is inclusive of all costs associated with fulfilling the residency. Toronto Public Library will provide program space, approved program materials, and staff support as outlined in this Expression of Interest. TPL will not reimburse residents for additional expenses or other incidental costs.

Location and dates: The CCIR will be a hybrid model that will include expectations to travel to a library branch as needed from September 8, 2026, to February 6, 2027

Deadline to apply is: 11:30 p.m. ET. on Friday, August 7, 2026

It is important that all interested parties download their own copy of the Expression of Interest (EOI) documentation from:

<https://torontopubliclibrary.bonfirehub.ca/opportunities/108874> in order to ensure receipt of further information pertaining to the EOI. TPL is not responsible for the distribution of information to those who obtain the EOI documentation through a third party.

Any submission response that fails to provide the requested documentation or that does not, in the view of the Library, contain sufficient information to permit a thorough evaluation may be rejected and not considered for evaluation.

To apply, submit the following documents through the CCIR page on:

<https://torontopubliclibrary.bonfirehub.ca/opportunities/108874>

Curriculum Vitae – Include a summary of how you meet the qualifications listed above, which should include, but may not be limited to: relevant education, related work with community organizations, workshop/teaching experience, recently published papers/lectures, and links to website and social media presence.

Program Proposals – Outline your idea for at least 2 programs (e.g. workshop, lecture, meetup, etc.). A maximum of 3 pages.

Reference – A minimum of 2 relevant reference letters.

Note: The successful candidate will need to complete an **In Residence Contract Agreement** with Toronto Public Library.

Requirements include:

- Successful candidate must complete a Vulnerable Sector Check. The cost for the VSC is paid for by TPL.
- Residents must have or obtain required liability insurance for the duration of the residency, at the resident's own expense.
- Candidates selected for interview will be provided with a template copy of the agreement with TPL.

TPL invites applications from all qualified individuals and is not able to contract with businesses through this residency. The successful candidate will need to complete an In Residence Contract Agreement with TPL. The Library is committed to employment equity and diversity in the workplace and welcomes applications from racialized people/people of colour, women, Indigenous people, people with disabilities, and 2SLGBTQ+ people.

Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.

Eligibility for CCIR must be at least 18 years of age and cannot be employed by the TPL Board or Toronto Public Library.

To learn more about TPL's CCIR visit:

- <https://www.torontopubliclibrary.ca/programs-and-classes/featured/career-coaches-in-residence/>

Evaluation of Applicants:

The following is an overview of the categories and weighting for the rated criteria of the EOI by which applicants will be evaluated.

	EVALUATION CRITERIA	SCORE
Main Evaluation		50
	Curriculum Vitae • Employment experience and knowledge (10 points) • Experience working with younger adults (10 points) • Online proficiency (5 points)	25
	Program Proposal #1 Program submitted as part of application package. Reviewed against TPL's program proposal criteria.	10
	Program Proposal #2 The program was submitted as part of the application package. Reviewed against TPL's program proposal criteria.	10
	Reference Letters (2)	5
Interview Evaluation		100
	Professional Experience A minimum three years of professional experience in career coaching, recruitment, job development-and/or social services-related fields serving youth.	20
	Education	5

	Formal education and/or training in human resources, social work, psychology, business or related fields.	
	Industry Knowledge Familiarity with current local economic conditions, diverse career paths and gaps in services for youth requiring support entering the labour market. Familiarity with various job search strategies and training and development techniques.	20
	Teaching and Mentorship Experience Experience in mentoring job seekers and facilitating job search-related workshops.	20
	Community involvement A commitment to supporting Toronto's job seeking and entrepreneurial communities and to educating and inspiring job seekers and learners of all skill and knowledge levels.	15
	Communication Excellent communication and interpersonal skills. Experience with coaching for goal achievement, teaching and public speaking.	10
	Technical skills Experience with using social media for professional purposes. Knowledge of remote video conferencing platforms and Internet technology. Ability to work remotely and in-branch to support program requirements.	10
TOTAL SCORE		150

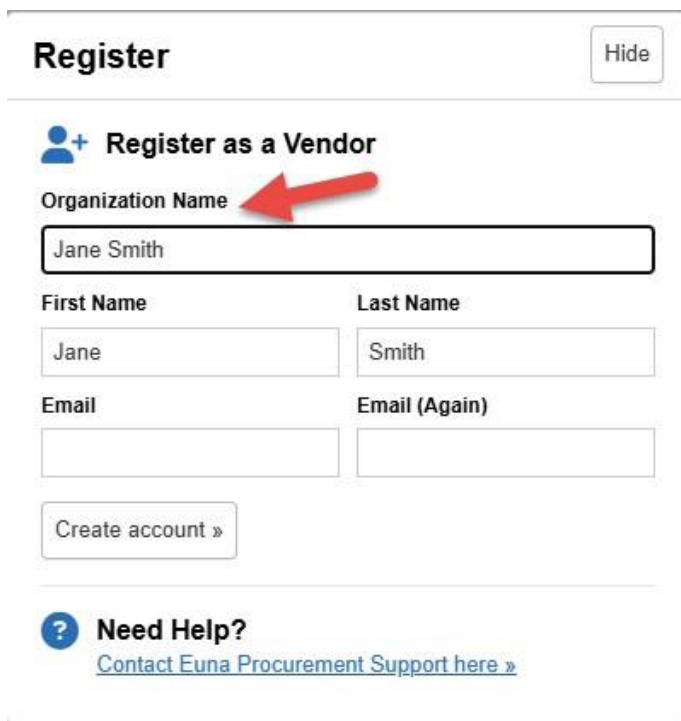
Applicants Interviews:

The Library may shortlist a number of the highest-ranked applicants, based on the total cumulative score achieved through the initial evaluation, and may conduct interviews with shortlisted applicants prior to making an award. The number of applicants shortlisted will be determined at the Library's discretion.

Creating an Account with TPL's Online Procurement System:

When registering as a vendor / creating an account with the Library's Online Procurement System (Euna Procurement), respondents will be prompted to enter contact information.

The first field is the "Organization Name". As respondents will be registering as an individual and not as an organization, please enter your full name with spaces into this field. Then continue by entering your first and last names in the fields provided as per the example below. In the final two fields, respondents enter their email address twice for confirmation. Registering an account is required to submit a response through the Library's Online Procurement System.

A screenshot of a web form titled "Register" with a "Hide" button in the top right corner. Below the title is a section header "Register as a Vendor" preceded by a blue person icon with a plus sign. The form contains several input fields: a large "Organization Name" field with a red arrow pointing to it, containing the text "Jane Smith"; two smaller fields for "First Name" (containing "Jane") and "Last Name" (containing "Smith"); and two empty fields for "Email" and "Email (Again)". At the bottom of the form is a button labeled "Create account »". Below the form is a "Need Help?" section with a question mark icon and a link that says "Contact Euna Procurement Support here »".

Register Hide

 **Register as a Vendor**

Organization Name 

First Name Last Name

Email Email (Again)

 **Need Help?**
[Contact Euna Procurement Support here »](#)