

Archives, Records, and Information Management Coordinator (1 Year Contract)

Girl Guides of Canada–Guides du Canada (GGC), a national membership-based organization, empowers every girl in Guiding to discover herself and be everything she wants to be. Our mission is to be a catalyst for girls empowering girls. Together, we're building our vision of *A better world, by girls.*

Girl Guides of Canada is seeking a dynamic and detail-oriented **Archives, Records, and Information Management Coordinator (1 Year Contract).**

**Hybrid work arrangement. Location: 180 Duncan Mills Road, Toronto, ON*

About This Opportunity

Reporting to the Manager, Legal Services & Property, in this role, you will be part of the Legal Services Team. You will oversee the management of the archives, active, semi-active and historical records systems; to preserve records; to carry out ongoing research on topics of relevance to GGC; to make information available to staff and researchers.

In this role, you will:

Records and Information Management

- Recommend and develop best practices and procedures for records and information management.
- Refine and apply retention and classification schedule.
- Oversee the annual transfer of semi-active records from departments to the Records Centre; run transfer reports and negotiate with users when records are to be transferred.
- Identify records with long-term value, arranging for their transfer to the archives; runs transfer reports and negotiates with users when the records are to be transferred.
- Ensure compliance with regulations and legislation pertaining to archives and records management in conjunction with organization's policies, procedures and guidelines.
- Deliver training to staff on records management practices and procedures.

Archives

- Primary contact for the GGC national archives.
- Acquire archival records through organizational transfer and private donations.
- Arrange and describe archival records according to archival the Rules for Archival Description (RAD).
- Responds to inquiries pertaining to archives collection and potential donations.
- Responds to staff requests for prior GGC history and/or decisions by searching records and archives, collecting and refining relevant information, and providing search results.
- Provides access to historical records for external researchers; conducts reference interviews to determine scope and intent of research to be done.
- Promote archival holdings.
- Maintain archives and records database.
- Develop and implement procedures for managing archival materials in both paper and electronic formats.
- Physically maintain archives and archival materials.

General

- Adhere to all relevant policies, procedures, and practices.
- Liaise with other departments as required.
- Apply organizational policies regarding diversity, inclusivity and equity to content, member communication and customer service.
- Other duties as assigned.

You are the ideal candidate if you have:

- At least 2 years archival and records management work experience.
- Post-secondary education in archival studies or related field.
- Robust knowledge of archival principles and standards, metadata schemes, arrangement and description, and conservation techniques.
- Knowledge of legislation around information access and reproduction.
- Strong research and analytical skills.
- Customer service oriented.
- Ability to lift and move up to 40lbs.

Asses Include:

- Knowledge and experience with national and provincial privacy legislation.
- A knowledge or/participation in Guiding.

Benefits:

What's in it for you?

- We offer generous health benefits (Health, dental, vision, Health Service Spending Account).
- Eligible to join the pension plan after 12 months.
- Paid time off.
- Collaborative hybrid/remote work environment.
- Fun and friendly work environment and work-life balance.

Starting Salary: *\$44,060

*Salary based on location, Greater Toronto Area

If this sounds like a job made for you, apply today! Send your cover letter and resume (as one file) to: Simon Bain, Talent Acquisition Specialist at HR@girlguides.ca . Reference to position title in subject line of email.

This position will remain open until filled. Interviews will be conducted on a rolling basis.

Submissions without a cover letter will not be considered. Please note that GGC accepts all genders for job applications. We encourage all candidates to apply, even if they do not meet all the job requirements.

GGC is committed to diversity, equity and inclusion. We value a recruitment and selection process that is inclusive and barrier-free, and we encourage applications from people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities and other equity seeking groups. GGC welcomes girls and women – cisgender and transgender – as well as non-binary people who are comfortable in spaces that focus on and are driven by the experience of girls.

Upon request, Girl Guides of Canada-Guides du Canada will make available accommodations during the recruitment process. Please note we do not require applicants to identify as a person with disability, or to disclose their disability, to request or access accommodation. Accommodation requests should be made in advance to People & Culture at HR@girlguides.ca.

We thank all candidates for their interest. Only those selected for an interview will be contacted.