**Diocese of St. Paul**

**Archivist**

The Diocese of St. Paul is accepting applications for a contract position of Archivist. There are two main areas of responsibility. The first requires the organization and classification of diocesan archival materials, sacramental records, and religious artifacts to current archival standards, Canon Law, and Personal Information Protection Act. The second area of responsibility consists of records management and maintenance. The successful candidate may choose to only take the position for the time required to fulfill the first responsibility and will be primarily accountable to the Bishop of the Diocese of St. Paul or his delegate.

**Location:** Villa Maria Pastoral Centre – 4609 50 Avenue, St. Paul, AB

**Duration of contract:**  Open for negotiation.

**Salary:** $22.00 - $30.00

**Hours:** 30 to 35 hrs/week

**Posting deadline:** Open until filled

**Education:**

* Completion of post-secondary degree or diploma in information studies, archives, records management or library sciences, or equivalent level of experience. A combination of education and experience will be considered.

**Qualifications:**

* Working knowledge of Canadian Rules for Archival Description (RAD); working knowledge of archival principles and practices
* Knowledge of relevant legislation and/or policies that guide access or restriction to records; specifically copyright and privacy
* Provide certifying copies of records as required or requested
* High degree of proficiency in English and some French language facility
* Knowledge of the organization of the Catholic Church and its programs, services, and policies
* Knowledge of the Roman Catholic faith and the sacraments preferred
* Knowledge of office procedures and practices
* Strong computer skills, proficiency with Microsoft Office applications
* Strong oral and written communication skills
* Ability to organize and prioritize
* Ability to work independently and in a team environment
* Ability to be sensitive to and maintain strict confidentiality
* Attention to detail

**Note:** The job description is a guide to the duties expected of the employee. Because the nature of the job requires flexibility and adaptability to change, the duties will vary from time to time. The Diocese of St. Paul maintains the right to require the employee to undertake duties with his/her capabilities, which are not necessarily recorded in the initial job description.

**Note:** Successful applicant will be required to provide a Criminal Records Check

Please submit a resume to hr@dostp.ca, quoting the job title: Archivist in the subject line.

We thank all those who apply; however, only those invited for an interview will be contacted.