

# **JOB POSTING** *for*

## **Project Assistant - Archives (Contract: 6 Months)**

### **Canonical Services**

## **REPORTS TO**

Diocesan Archivist and Moderator of the Curia

## **OVERVIEW**

This temporary, contract position will be responsible for completing a historical records project under the direction of the Diocesan Archivist. The role requires an individual who is meticulous in their work and patient as they review and reference documents. They must be respectful of the documents they handle as well as sensitive to the information in the

## **RESPONSIBILITIES**

- Collaborate with the Diocesan Archivist to create a workplan for the project.
- Gain an overview and understanding of the Diocese history and activities
- Sort, list and record archival materials according to established project parameters
- Retrieve and store records as required

## **QUALIFICATIONS**

- Background in archiving historical records and documents with post-secondary education in Archival Studies or Records Management preferred
- Bilingual English-French speaker or English speaker with (at minimum) good knowledge of French (able to quickly read and understand documents); familiarity with the Blackfoot language (written) an asset
- Strong attention to detail and ability to decipher written documents to determine fit and application within the project
- Knowledge of conservation and preservation principles of archival collections (i.e. scanning of delicate historical documents)
- Evidence of analytical, organizational, communication, project and time management skills and demonstrated ability to set priorities, meet deadlines and complete tasks and projects on time and in accordance with task/project parameters
- Demonstrated proficiency and capabilities with personal computers and software, the Web and library-relevant information technology applications. Working knowledge of standard computer office applications such as MS Outlook, Excel, Word and other productivity software
- Excellent interpersonal skills and collaboration skills with ability to interact with staff at all levels and diverse external stakeholders
- Ability to work independently and as a member of a team
- Displays active listening skills

- Handle sensitive/confidential information and matters in a trusted and responsible manner
- Sense of urgency and ability to work under pressure

## HOURS OF WORK

Contract: Full-time, 6-month contract with possibility of extension based on volume of work and/or broadening of scope  
Hours: Monday to Friday; 8:30 am – 4:30 pm (includes 1-hour unpaid lunch break).  
Contract start date: November 15, 2021

## SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Vulnerable Sector Police Information Check (VSPIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to the Model Code of Conduct

## KEY RELATIONSHIP

Diocesan Archivist, Moderator of the Curia, CPC employees, Parish Employees, Clergy

## PHYSICAL DEMANDS

- Constant sitting to complete computer and desk-based tasks
- Constant movements of the neck in all directions required when completing assignments
- High levels of concentration
- Occasional lifting to 10 lbs/4.5 kg (i.e. boxes)
- Occasional: pushing, pulling, forward reaching, reaching, stooping and bending forward from standing position, carrying of objects

## TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- A cover letter and resume
- Three (3) references (will only be contacted if you are selected as our final candidate)
- Agreement to the Model Code of Conduct (see <https://www.catholicyc.ca/careers.html>)

Applications should be submitted by e-mail to: [Careers@calgarydiocese.ca](mailto:Careers@calgarydiocese.ca). No phone calls please.

Applications will be accepted until **4 pm on Friday, November 5, 2021**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank in advance all applicants for their interest.