

**Assistant Archivist, The Congregation of the Sisters of St. Joseph in Canada Archives
London, Ontario**

Organization: The Congregation of the Sisters of St. Joseph in Canada Archives is the consolidated archives of the Sisters of St. Joseph in Hamilton, London, Peterborough, and Pembroke, who amalgamated to form one charitable organization in 2012. The archives are in London, Ontario.

Mission Statement: The mission of the archive is to preserve and share the history and charism of the Congregation. The archive preserves, arranges, describes, and provides access to records of enduring value related to the governance, ministries, and members of the Congregation.

Position Summary: The archive seeks a highly motivated and organized individual for the position of Assistant Archivist. This position works under the guidance of the Congregational Archivist and carries out a variety of archival and records management tasks.

Status: Full-time, permanent position; 37.5 hours per week. The start date is flexible.

Responsibilities:

- Supports the implementation of the congregational records management program by helping staff apply classification system to existing files.
- Processes, arranges, and describes manuscripts, photographs, audiovisual materials, artifacts, and born-digital materials.
- Digitizes photographs, slides, negatives, and audio recordings.
- Assists with digital preservation workflow.
- Contributes to in-house displays, travelling exhibits, and archive website exhibits.
- Undertakes data entry and helps maintain accessions, biography, and artifacts databases.
- Follows all policies in the *Archives Policy Manual* as well as the *Records Management Policy*.
- Takes an active role in committees to which he/she is appointed.
- Travels when necessary to congregational offices in Hamilton and Peterborough.
- Other duties as required.

Qualifications:

- Completed MLIS or MAS degree
- Training and experience in records management
- Knowledge of privacy and copyright legislation
- Experience with a functional classification system
- Minimum of two years' work experience in archives or records management
- Excellent attention to detail, problem solving, and organizational skills
- Proficient in Microsoft Office, WordPress, and PastPerfect software
- Able to lift and move materials up to 40 lbs.

Accountability: The Assistant Archivist reports to the Congregational Archivist.

Salary Range: \$27-\$30 per hour plus benefits after 450 hours probation.

We value an inclusive and diverse workplace and are committed to providing accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (“AODA”). If you require accommodation during any stage of the recruitment process, please notify Human Resources at the time of interview selection.

All staff are required to have completed three COVID-19 vaccinations.

To Apply: Please **EMAIL** your cover letter, resume, and three references by **July 20, 2022** to:

Mary Grace Kosta, Congregational Archivist
csjarchives (at) csjcanada (dot) org

This posting will remain open until a suitable candidate has been found.