

## **Indigenous Archives Intern, 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 2013. The archival facility is 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 Indigenous Archives Intern. This position works under the guidance of the Congregational Archivist and carries out a variety of archival processing and digitization tasks. The successful candidate will receive comprehensive training in all aspects of archival work including preservation, arrangement, description, digital preservation, and digitization, following the structure of our existing archives practicum program. The successful candidate will work on digitizing photographs, slides, negatives, and audiocassettes to make available more materials for travelling exhibits, in-house, and web displays.

**Status:** Full-time, term position for 37.5 hours per week for 12 months. The start date is April 17, 2023. The end date is March 31, 2024.

**IMPORTANT NOTE: This position is contingent on funding being obtained.**

### **Responsibilities:**

- Preserves, arranges, and describes manuscripts, photographs, and audiovisual materials.
- Digitizes photographs, slides, negatives, and audio recordings.
- Preserves webpages.
- Contributes to in-house displays, travelling exhibits, and web exhibits.
- Other duties as required.

### **Qualifications:**

- Applicant must be an Indigenous person (First Nation [Status or Non-Status], Métis or Inuit).
- Completion of Grade 12, with preference given to those enrolled in a college or university program.
- Interest in library and archive work and willingness to learn new skills.
- Highly developed attention to detail, problem solving, and organizational skills.
- Excellent written skills and listening skills.
- Skilled in doing detailed work by hand, such as sewing.
- Proficient in Microsoft Office software. Experience with Photoshop is an asset.
- Experience in photography is an asset.
- Able to lift and move materials up to 40 lbs.

**Accountability:** The Indigenous Archives Intern reports to the Congregational Archivist.

**Salary Range:** \$25.00 per hour plus benefits.

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.

**To Apply:** Please **EMAIL** your cover letter, resume, and the names of three references by April 1, 2023 to:

Mary Grace Kosta, Congregational Archivist  
**csjarchives (at) csjcanada (dot) org**  
P.O. Box 487  
London, ON N6A 4X3