

**ARCHIVES ASSISTANT (YCW-BCH) JOB POSTING**

The Charlotte County Archives, located in the historic jail in St. Andrews, NB, collects, preserves, and conserves, through archival best practices, significant documents related to the evolving history of Charlotte County.

We are currently seeking an enthusiastic, highly motivated candidate to fill the position of Charlotte County Assistant Archivist, offered through Young Canada Works’ Building Careers in Heritage program. The successful candidate will primarily be responsible for arranging and describing collections of local history manuscripts according to RAD guidelines. Working alongside the Archives Manager, they will also provide research and reference services, offer tours of the historic jail housing the Archives, create social media content promoting public engagement, and liaise with community volunteers. Excellent communication and interpersonal skills, abilities to work both independently and with a team, and keen interest in history and cultural heritage are key attributes. Proficiency in Microsoft Office, strong organizational skills, solid work ethic, and functional capabilities in evolving technologies and social media platforms are significant assets. The position runs for 18 weeks, at $16.00/hour, 35 hours per week and may include some evenings and weekends. The expected start date would be October 24, 2022.

As this position is offered through Young Canada Works’ Building Careers in Heritage program, applicants must meet the relevant YCW eligibility criteria: be a Canadian citizen or a permanent resident, or have refugee status in Canada; legally entitled to work in Canada; between 16 and 30 years of age at the start of employment; a graduate from college or university; currently unemployed or underemployed; registered in the YCW online candidate inventory; willing to commit to the full duration of the work assignment; and not have another full-time job, or be receiving EI benefits, during the YCW work assignment.

The Charlotte County Archives is an equal opportunity employer and encourages diverse applicants, including members of BIPOC, 2SLGBTQ+, and/or disabled communities. Please reach out about any accommodations needed through the application process.

Apply by sending your resume to contact@ccarchives.ca or mail to 123 Frederick Street, St. Andrews NB, E5B 1Z1, or via the Young Canada Works website. Applications close October 10, 2022