

**Archives Assistant, Congregation of the Sisters of St. Joseph in Canada Archives
London, Ontario
REVISED JOB POSTING**

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 Archives Assistant. This position works under the guidance of the Congregational Archivist and carries out a variety of archival processing tasks including preservation, arrangement, description, and entry of descriptions in AtoM. The successful candidate will work on assessing and appraising audiovisual materials for digitization and digitizing selected materials for upload to our digital asset management system. Finally, the Archives Assistant will ensure digitized materials are readied for long-term preservation using our in-house digital preservation system.

Status: Full-time, term position for 37.5 hours per week. The start date is April 29, 2024. The end date is March 28, 2025.

Responsibilities:

- Preserves, arranges, and describes manuscripts, photographs, and audiovisual materials.
- Enters archival descriptions into AtoM.
- Digitizes audio recordings.
- Prepares digital materials for long-term preservation.
- Other duties as required.

Qualifications:

- Priority will be given to applicants who are Black, Indigenous (First Nation [Status or Non-Status], Métis or Inuit), or persons of color.
- Completion of a MLIS or MAS degree or archival or library technician training.
- Highly developed attention to detail, problem solving, and organizational skills.
- Excellent written skills and listening skills.
- Proficient in Microsoft Office software. Experience with Audacity is an asset.
- Able to lift and move materials up to 40 lbs.

Accountability: The Archives Assistant reports to the Congregational Archivist.

Salary Range: \$50,000

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 19 at 5:00 pm EST to:

Mary Grace Kosta, Congregational Archivist
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