

Archive Assistant

Term Contract: May 20 – August 30, 2024

Job Description

Job title	Archive Assistant
Reports to	Diocesan Executive Officer

Job purpose

The Diocesan Archives connects members of the community with their ancestor, family, and the roles they played within the Diocese and contains the history of the churches, people and ministry of the diocese. The Diocesan archives provides identification documentation to support individuals by providing baptism, marriage, or burial records. These can be important documents when obtaining a passport or for one to legally change their name. Within the diocesan archives are the Parish Records consisting of registers of baptisms, confirmations, marriages, burials, vestry minutes, service registers, accounts, correspondence, land documents, architectural plans, surveys, newspaper clippings, photos, and sentences of consecration. This history allows community members to fully understand the role buildings within the Diocese played within the community for 100's of years. The Diocese of Ontario has done extensive work to modernize the catalogue and finding aids for the large collection in the archives.

The Archives have been closed to the public for several years due to the relocations and restructuring that has been undertaken, together with the impact of COVID-19. The goals for this position include continuing to accession, continue the evolution of Finding Aids and helping to re-open for public access. We also want to create displays a literature that will help create more awareness and interest in some of the key assets of the Archives.

Duties and responsibilities

The Duties and Responsibilities of the **Archives Assistant** shall include:

- Collect, preserve, exhibit, and make available the historically significant printed media records of the Diocese of Ontario including records and papers of the diocese and its officers, parishes, organizations, corporations, and agencies connected or associated with the Diocese of Ontario. Including digital records.
- Accession materials received by the archives and assist in organizing the Archives of the Diocese of Ontario and creating a better organization for community access to the Diocesan history within its space.
- Assist in creating displays, informational material and events that will increase awareness and interest in the contents and services of the Archives
- Assist in developing an approach and controls to support the re-opening to the public for research
- Identifying and prioritizing material for digitization

- Scanning documents, parish holding and registers to be entered into an existing database.
- Alpha-numeric data entry as required
- Other duties as required or assigned

Qualifications

Qualifications include:

- High School graduate. Prefer Enrolled in Bachelor's degree or equivalent experience
- Public Archives, Library, or Museum experience an asset
- File database structure experience an asset
- Office administration, data entry and management an asset
- Computer applications & equipment: SharePoint; MS Excel; MS Word; MS Office; Scanner

Working conditions

- Office environment
- Non-profit, faith based organization
- Protocols in place for COVID-19 pandemic
- Repetitive tasks
- Attention to detail
- Ability to work independently as well as in a group setting

Physical requirements

- Combination of sitting, standing, walking
- Bending, crouching, kneeling

The Anglican Diocese of Ontario is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, The Anglican Diocese of Ontario will make accommodations available to applicants with disabilities upon request during the recruitment process.

The Anglican Diocese of Ontario is an equal opportunity employer and strives to ensure that its hiring process meets the needs of all persons with disabilities. As such, The Anglican Diocese of Ontario will provide reasonable accommodation for any applicant, as requested during the hiring process.

The Anglican Diocese of Ontario seeks to fully integrate the principles of Employment Equity and will ensure the full participation and advancement of members of historically disadvantaged groups (i.e., members of visible minorities, persons with disabilities, women, and aboriginal peoples)

The Anglican Diocese of Ontario strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, The Anglican Diocese of Ontario will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.