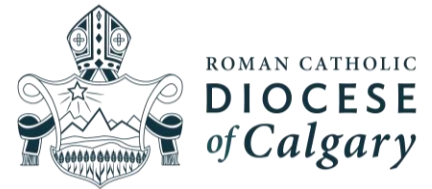


CAREER OPPORTUNITY for Archivist (Full-time) Catholic Pastoral Centre, Calgary



OVERVIEW

The Archivist is responsible for the management of historical records of the Diocese of Calgary, and those associated with the Diocese of Calgary which are in the care of the Archives. Activities include the acquisition, appraisal and accessioning of records in all formats as well as their processing, preservation, description and arrangement. The Archivist is responsible for safeguarding the records and maintaining their privacy in compliance with civil and canon law. The archivist will provide reference services and access to the records to researchers according to diocesan policy.

RESPONSIBILITIES

Archives:

Management of the Archival Program, including:

- Selection and use of suitable tools and procedures for the best capture, protection and proper accessibility of the records.
- Appraisal/disposal of records in line with the mandate, policies and Record Retention Schedule.
- Acquisition and accessioning - ensuring that all records of lasting value created by CPC offices are acquired by in a timely and orderly manner.
- Arranging and describing the records to Canadian professional standards in an AtoM catalogue.
- Providing access and reference services to internal staff, parishioners and researchers.
- Outreach and advocacy - giving presentations or tours, and creating content as requested.
- Occasional in-depth historical research projects as required by staff and parish historians.
- Identify, design, and complete digitization projects to enhance access to records and to provide optimal protection.
- Foster connections with academic organizations and communities to encourage volunteers and work experience students to work in the archives.
- Manage and supervise volunteers and service-learning students.
- Manage the records of the Sisters of Charity of St. Louis, Western Province.
- Liaise with IT and consulting services to complete digitalization projects
- Oversee digital file production in the following record series: Marriage dispensations, Tribunal case files, and smaller record series as requested by ministry offices.

Records Management:

- Create, implement and update Record Retention Schedules and Disposal Authorities.
- Work collaboratively with CPC offices to define and identify appropriate record retention periods and to facilitate the transfer of records in a timely manner.
- Other duties as assigned by the Chancellor and Bishop's office

QUALIFICATIONS

- Master's degree in archives and records management recognised by the Association of Canadian Archivists would be an asset.
- Records management diploma, library technician diploma or museum designation would be considered.
- 2-5 years of archival or related experience.
- Experience with archives, and familiarity with cataloguing and processing records.
- Strong pastoral skills and focus dealing with people.
- Commitment to professional development.
- Excellent MS Office skills (Excel, Word, PowerPoint, Outlook).
- Ability to maintain confidentiality in all aspects of work.
- Strong attention to detail and proofreading skills.
- Excellent communication skills and listening skills.
- Strong organization and time management abilities.
- Ability to adapt to rapidly changing priorities.
- Ability to work mostly independently.

HOURS OF WORK

Monday to Friday; 8:30 a.m. – 4:30 p.m. (includes one hour unpaid lunch break)

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Police Information Check (PIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

PHYSICAL DEMANDS

- Constant sitting to complete computer and desk-based tasks
- Constant movements of the neck in all directions required when completing assignments
- High levels of concentration
- Potential exposure to stressful situations such as deadlines, dealing with aggressive or upset individuals, abusive or aggressive phone calls, general workload demands
- Lifting up to 30 lbs/14 kg
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching above shoulders, stooping and bending forward from standing position, carrying of objects

WHY SHOULD YOU APPLY?

- Comprehensive benefits package
- Vacation and paid sick days available after 3 months
- RRSP after 3 months of employment
- Personal/Flex days
- Opportunities for employee development

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted *until a suitable candidate is found*. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.