



JOB OPENING: DIOCESAN ARCHIVIST

The Diocese of Sault Ste. Marie is currently looking to hire a **diocesan archivist**. The following is a brief description of this position.

Position : *Diocesan archivist*

- Part-time position: three days/week
- Salary: to be discussed during the job interview
- Position available immediately or at a date determined with the successful candidate

Tasks and responsibilities :

- Maintain diocesan archives
 - These are historical archives. Current files are kept mainly in the chancery office.
 - In the archives are kept and classified printed and digital documents, micro-filmed documents, as well as audio-visual material.
- Conduct research at the request of the Bishop, the Vicar General, the Chancellor or other diocesan team members
- Become acquainted with what exists in the archives; make necessary changes to improve classification (pruning, integrating or joining files, etc.)
- Complete and update the data base
- Scan documents and integrate them to our digital system

Required qualifications :

- Formal training as an archivist or librarian (or other related disciplines) would be an asset, but is not essential (for example, a retired teacher may be interested)
- Bilingualism is an asset: if the candidate is not fluently bilingual, he/she must at least be able to read both in French and in English (enough to be able to research documents)
- Computer skills
- Ability to work both independently and as part of a team
- Personal qualities: resourcefulness, discretion, attention to detail, appreciation of history

Please apply by communicating with

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