

Summer Employment Opportunity

Position II: Archives Programming & Events Assistant

The Mission Historical Society is seeking a temporary (summer) Programming & Events Assistant for the Mission Community Archives. The individual will work in a team-oriented environment assisting with the administration of outreach programming to promote greater public awareness of and participation in the preservation of first-hand accounts of Mission's storied past. The Society is committed to creating a diverse workplace and is an equal opportunity employer.

Duties & Responsibilities:

- Assist with a district-wide Mission School Archives Program.
- Help with the administration of the Paths and Pathfinders: Women of Mission Program developed to collect, preserve and make accessible materials which document the lives and contributions of women.
- Help design and prepare promotional material and assist at special and outreach events in the community.
- Research and assist with the development of educational teaching aids using archival resources suitable for people of all ages in a variety of venues.

Qualifications:

- MUST be between 18 and 30 years of age at the start of employment.
- MUST be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and
- MUST have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with provincial legislation and regulations.
- Excellent interpersonal and customer service skills.
- Strong organizational, communication and research skills with meticulous attention to detail.
- Self-motivated and able to work independently as well as with others.
- Computer skills including knowledge and experience using Microsoft Office suite.
- Pass a Police Information Check.

The ideal candidate would have post-secondary education or experience preferably in Communications, History, Education, English or the Arts. Priority may be given to candidates with previous work or volunteer experience in an archives.

Terms of Employment:

- 9 weeks from June 18th to August 16th, 2019; Tuesday to Friday: 9am to 4:30pm
- Rate of Pay: \$16.25 per hour

How to Apply:

- E-applications only to: manager@missionarchives.com
- Subject Line: Archives Programming & Events Assistant Position
- Attachments: Resume and cover letter with 2 references, addressed to Val Billesberger, Archivist
- Application Deadline: May 28th, 2019

We thank all applicants for their interest however only individuals short-listed for interviews will be contacted.