



Summer Employment Opportunity

Position I: Public Programs Assistant

The Mission Historical Society is seeking a temporary (summer) Public Programs Assistant for the Mission Community Archives. The individual will work in a team-oriented environment assisting with the administration of programming to acquire, preserve and make accessible the documentary heritage of Mission and areas of the Fraser Valley Regional District historically associated with the community.

Duties & Responsibilities:

- Assist with the administration of 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.
- Assist with the preparation of promotional material and interactive displays for special and outreach events in the community.
- Research and assist with the development of an educational program that will enable individuals to travel back in time and experience the sights, sounds, stories of yesteryear from the Archives

Qualifications:

- **MUST** be a student between the ages of 15 and 30 at the start of employment
- **MUST** have been registered as a full-time student in the previous academic year and intend to return to full-time studies in the next academic year
- **MUST** be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and legally entitled to work in Canada in accordance with relevant legislation and regulations.
- Possess excellent interpersonal and customer service skills
- Strong written and oral communication skills
- Excellent attention to detail
- Demonstrated ability to organize information and prioritize tasks and projects
- Self-motivated and able to work independently as well as with others
- Proficient with the Microsoft Office suite of products
- Pass a criminal record background check.

Priority may be given to candidates who have not previously participated in the Canada Summer Jobs Program at the Community Archives and/or with previous work or volunteer experience in an archives.

Terms of Employment:

- 10 weeks from June 6th to August 11th, 2017; Tuesday to Friday: 9am to 4:30pm
- Rate of Pay: \$14.25 per hour

Application:

Please submit resume, cover letter and 2 references by May 18 to: Val Billesberger, Archivist & Records Manager at manager@missionarchives.com We thank all applicants for their interest, however, only individuals short-listed for interviews will be contacted.

Volunteer Opportunities: <http://www.missionarchives.com/volunteer/volunteer.html>