



Summer Employment Opportunity

Position II: Collections Management Assistant

The Mission Historical Society is seeking a temporary (summer) Collections Management Assistant for the Mission Community Archives. The individual will work in a team-oriented environment assisting with the preservation and accessibility of the documentary heritage of Mission and the adjacent areas of the Fraser Valley Regional District historically associated with the community.

Duties & Responsibilities:

- Assist with the digitizing and cataloguing of the archives extensive photographic records.
- Work on processing new acquisitions to the Archives, including: cataloguing, creation of donor files, etc. in accordance with archival protocols for managing their receipt and preservation.
- Research and assist with the development of resources available on the archives website <http://www.missionarchives.com/> and social media.

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:

- 8 weeks from June 27th to August 18th, 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 25th 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>