



Summer Employment Opportunity

Position: Community Collections Assistant

The Mission District Historical Society is seeking a temporary (summer) Community Collections Assistant for the Mission Community Archives. The Community Collections Assistant will work in a team-oriented environment assisting with the preservation and accessibility of 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.
- Help with the implementation of a new system for cataloguing, organizing and physically rehousing new acquisitions.
- Research and assist with the development of resources available on the archives website and social media.

Qualifications:

- Must be a student between the ages of 15 and 30 in the previous academic year who intends to return to full-time studies in the fall (details of eligibility requirements for program available online at <http://www.servicecanada.gc.ca/eng/epb/yi/yep/programs/scpp.shtml>). Priority may be given to candidates who have not previously participated in the Canada Summer Jobs Program at the Mission Community Archives and/or with previous work or volunteer experience in an archives.
- 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.

Terms of Employment:

- 6 weeks from July 8 to August 15th, 2014; Tuesday to Friday: 9am to 4:30pm
- Rate of Pay: \$14.25 per hour

Application:

Please submit resume, cover letter and 2 references by June 19th 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>