

Our Past in Perpetuity

**Summer Employment Opportunity  
Position: Archivist Assistant**

The Mission District Historical Society is seeking a temporary Archivist Assistant for the Mission Community Archives. The Archivist Assistant will help develop online resources and virtual programming to promote the use of Archives; help with the Archives COVID-19 documentation project; and perform associated archival tasks, including catalogue and digitize records, data entry, and preventative conservation measures. The Archivist Assistant will also assist with the development of the Archives Disaster Preparedness & Emergency Plan.

**Duties and Responsibilities:**

- Processing archival records, including: cataloguing and physically rehousing materials, preparing finding aids to allow in-person and online access, and digitizing and uploading content to the [Archives Online Digital Repository](#)
- Helping with [LIFE at TWO METRES](#) – a special project to collect digital and/or hard-copy materials from members of the community about their first-hand experiences during the pandemic.
- Assisting the Archivist with the Disaster Preparedness & Emergency Plan by developing maintenance and monitoring practices, including: emergency resource lists and criteria for collection priority.
- Planning, researching, and developing resources for virtual programs, including online exhibits.

**Qualifications:**

- Strong written and oral communication skills
- Meticulous attention to detail
- Possess excellent interpersonal skills
- Demonstrated ability to organize information and prioritize tasks and projects
- Self-motivated and able to work well independently as well as with others
- Proficient with the Microsoft Office Suite
- Proficiency with the Adobe Creative Suite an asset

**Eligibility**

- Must be aged 15 to 30 years to apply;
- Must be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act 2;
- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations;
- Must pass a criminal record background check.

**Terms of Employment:**

- 30 hours per week for 10 weeks, beginning June 1 through August 6, 2021; part time work negotiable.
- Regular Hours: Tuesday-Friday; 9:00am-4:30pm.
- This position is subject to the receipt of funding through the Canada Summer Jobs Grant program.
- Rate of Pay: \$17.00 per hour.

**Applications:**

Please submit resume with 2 references and cover letter by Friday, May 21st to Val Billesberger, Archivist, in person by appointment (604-820-2621) or via email at [manager@missionarchives.com](mailto:manager@missionarchives.com) .

Thank you to all applicants, however, only those short-listed for an interview will be contacted.