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voice@acws.ca www.acws.ca

Job title	Records Management and Archives Assistant
Reports to	Data Management Lead
Length of Employment	16 weeks, May 13 – August 30, 2024
Hourly Wage	\$18 - \$ 20 per hour,
Closing Date	April 28, 2024

Job purpose

The Records Management and Archives Assistant will be highly organized and enjoy a wide diversity of tasks centered around the ongoing storage and preservation of ACWS board and project records. This is a temporary full-time position (16 weeks) and is subject to funding approval by the Canada Summer Jobs Grant. Anticipated start and end dates are May 2024 to August 2024.

To be eligible for this position, applicants must meet the Canada Summer Jobs eligibility requirements:

- Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadian students holding temporary work visas or awaiting permanent status are not eligible)
- Have a valid Social Insurance Number and be legally entitled to work in Canada at the start of employment
- Be between 15 and 30 years of age at the beginning of the employment period

Duties and responsibilities

The successful applicant will be in an organizational support position that will:

- Review ACWS archival material and digitized files to locate, categorize, and inventory records.
- Audit existing records inventories for accuracy.
- Support the ongoing clean-up of our historical records by updating information, removing duplicates, and ensuring that a consistent internal vocabulary is applied.
- Perform other administrative duties as assigned in a professional and confidential matter.

Job responsibilities and key deliverables will include:

- Supporting the development of internal records repositories and providing research and recommendations for the arrangement and storage of long-term digital records.
- Supporting ACWS's ongoing digitization initiatives.
- Uploading appropriate documents to the ACWS digital archive.
- Supporting archival description and metadata creation for documents uploaded to the digital archive.
- Contribute to Standard Operating Procedures and user manuals.

Core Job Competencies

- Excellent written and verbal communication skills
- Highly organized with excellent attention to detail
- Completes projects in a manner that produces quality and timely results
- Applies strong knowledge of gendered analysis, domestic and family violence, and gender based violence
- Effectively gathers, synthesizes, integrates and interprets multi-faceted information from a wide range of sources and perspectives
- Holds themselves accountable, sets high ethical standard for their conduct
- Ability to work independently

Qualifications

The preferred candidate will:

- Be enrolled in a Library Studies, Management of Information Systems, Digital Humanities, Women's and Gender Studies or related post-secondary program
- Have excellent written and verbal communications skills
- Manage multiple simultaneous projects effectively
- Have working knowledge of Microsoft Office and Office 365
- Be motivated and self-directing, must be able to work independently
- Perform duties in a professional and confidential manner

Working conditions

This position works mainly from the ACWS Office in downtown Edmonton, with up to two days of remote work per week. Hours of work are 7.5 hours per day, Monday to Friday, 8:30 - 16:30.

Physical requirements

This position requires you to spend significant periods of time working at a computer.

Direct reports

This position has no direct reports.

Application Requirements

To apply, please email a resume and brief cover letter to:

Voice@acws.ca

Candidates contacted for an interview will also be asked to provide references and a writing sample.

Contact Information

For more information about this position, please contact:

Hannah Friesen

Data Management Lead

Hannah.Friesen@acws.ca

Work phone: 587-689-5703