



Archives Assistant

Are you looking for an opportunity to contribute your strong organizational, research, customer service, administrative skills to an organization that is committed to serving Christ's mission through compassionate service, intelligent faith, and godly worship? Do you have archival or information related experience, knowledge of basic archival principals, and experience with the digitization of records?

The Anglican Diocese of Toronto has 211 congregations, and is the most populous of the 30 dioceses in the Anglican Church of Canada. All that we do should enable us, as a Diocese, and as parishes and other ministries within the Diocese, to be missionally focused – increasing our capacity to respond as vibrant partners of God's activity in the world. For more information on the Diocese of Toronto, its ministry and its strategic priorities, please refer to www.toronto.anglican.ca.

The Diocese is seeking an Archives Assistant for a one-year contract position. The successful candidate for this position will have strong organizational skills, attention to detail, ability to maintain complete confidentiality, interpersonal and communication skills to interact courteously and effectively with researchers, staff and the general public, and computer skills including MS Word, email and database experience. Candidates must have:

- Archival or information related experience.
- Knowledge of basic archival principles and practices.
- Familiarity with digital trends in arrangement, descriptions and management of digital records.
- Knowledge of electronic records issues and data storage methods.
- Understanding of RAD (Rules for Archival Description) and ARCHEION (Ontario's Archival Information Network).
- Interest in developing a digital program and use of archival and filing technologies, i.e. microfilm scanner, etc.
- Knowledge of or a willingness to become familiar with the Diocesan processes, structures, norms and vocabulary.
- The ability for some heavy lifting and to work in dusty surroundings.

Major Responsibilities:

- Responsible for researching and recommending policies for the digitization of records.
- Implement the digitization process.
- Prepare correspondence, reports, forms, inventories, and minutes.
- Conduct historical and genealogical research.
- Answer public and staff requests.
- Register and assist researchers, staff, and volunteers.
- Assist with collection of historical and central filing materials, provide clarification on ambiguous filing documents, and carries out extensive filing.
- Responsible to update the Archives and Privacy sections of the Diocesan web site with approved content.
- Provide administrative assistance for the Archivist/Records Officer.

The Anglican Diocese of Toronto embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. The Diocese has an Accommodation Policy and accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the Diocese. We welcome applications from all qualified persons. The Anglican Diocese of Toronto is an equal opportunity employer.

The salary range begins at \$43,930 for this position plus eligible for participation in the Diocesan pension and benefits plans. If you are interested in this position, please apply in writing by **August 9, 2017** to:

Human Resources
Anglican Diocese of Toronto,
135 Adelaide St. E., Toronto, ON M5C 1L8.

E-mail: hr@toronto.anglican.ca.

We thank all applicants however only those selected for an interview will be contacted. No phone calls and no agencies please.
Visit our web site at: www.toronto.anglican.ca