



## Archives Assistant

Are you looking for an opportunity to contribute your strong organizational, research, customer service, administrative skills to an organization is committed to faith, compassion, collaboration, accountability and boldness? Do you have archival or information related experience, knowledge of basic archival principles and experience with the digitization of records?

### About the Anglican Diocese of Toronto

The Diocese of Toronto is the largest Anglican diocese in Canada by population and membership, and it stretches over 26,000 square kilometers of urban, rural and suburban communities. We proclaim and share the gospel of Jesus Christ, episcopally led by the Bishop of Toronto and four suffragan bishops, and synodically governed. The Anglican Diocese of Toronto has 207 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](http://www.toronto.anglican.ca).

The Diocese is seeking a full-time Archives Assistant. Reporting to the Archivist and Privacy Officer, 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.

### Major Responsibilities:

- Assist in the implementation of the digitization process.
- Receive and arrange accession and process collections including sorting, boxing and shelving new materials.
- 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 the collection of historical and central filing materials, provide clarification on ambiguous filing documents and carries out extensive filing.
- Responsible for updating the Archives and Privacy sections of the Diocesan website with approved content.
- Build the Archives department web presence. Post information and photographs.
- Provide administrative assistance for the Archivist/Privacy Officer.

### Skills and Qualifications:

- Two (2) years’ experience in archival or information related experience.
- Post-secondary education in Archives, Library Sciences and/or Records Management.
- Familiarity with digital trends in arrangement, description and management of digital records.
- Knowledge of electronic records issues and data storage methods.
- Understanding of RAD (Rules for Archival Description) and familiarity with ARCHEION.
- 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.



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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.

### **Application:**

The Archives Assistant is appointed by and responsible to the Archivist and Privacy Officer and will be eligible to participate in the pension and benefit plans of the Diocese. Please include your salary expectations in your application. If you would like to apply for this position, forward your application to:

Human Resources  
Anglican Diocese of Toronto  
135 Adelaide Street E, Toronto, ON M5C 1L8  
Email: [hr@toronto.anglican.ca](mailto: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. Please visit our website for more information at [www.toronto.anglican.ca](http://www.toronto.anglican.ca).