



Archives Summer Student

Do you have a desire to learn and gain professional experience within the field of archives? Are you looking for an opportunity to contribute your skills this summer to an organization that is committed to faith, compassion, collaboration, accountability and boldness?

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.

The Diocese is seeking a summer student for the Archives department for a fixed term of 8 weeks. This summer job opportunity is dependent on receiving grant funding from the Canada Summer Jobs Program. Eligible applicants must have the legal status to live and work in Canada and be between the ages of 16-30. We welcome applications from Black and other racialized people, Indigenous persons and 2SLGBTQ+ persons. Applicants are encouraged to self-identify.

Major Responsibilities:

The summer student will work with the Archivist and Archives Assistant to assess and prepare material for digitization.

The successful candidate will:

- Work effectively as part of a team to assess and prepare records for digitization.
- Digitize records using FADGI standards for documents.
- Verify accuracy and completeness of digitized records.
- Add descriptive metadata to files to assist with discovery.
- Reporting to the archivist, develop best practices for digital preservation of scanned records

Skills and Qualifications:

- Students who are enrolled in an undergraduate or graduate program ideally in Archives, Library Sciences and/or Information (Records) Management.
- Experience working with documents in an archival context is an asset.
- Organized, detail focused and understands confidentiality and privacy.
- Strong communication skills.
- Knowledge of digitization and Adobe PDF is an asset.
- Ability to work independently.
- Lifting archival materials up to 25 lbs

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.



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Application:

The Summer Student is appointed by and responsible to the Archivist and Privacy Officer. 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

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.