

Student Employment Opportunity at St. Luke Cedar Hill

3821 Cedar Hill Cross Road, Victoria

P/T or F/T– Research Assistant

Starting October 4, part-time for 10 -12 weeks (or full-time for 8 weeks)

\$17.00 / hr.

Do you like researching family history and writing family stories? Do you enjoy working with information and artifacts and helping to sort and organize archival material? Are you looking for work experience in your field of study?

If you answered yes to these questions, St. Luke's Anglican Church is looking for you. St. Luke's Church has been in the Cedar Hill community for more than 160 years. We have a rich and varied collection of items that reflect the history of the parish and the area pioneers. We would like to hire a young person who can help us with our research and archival work.

As part of this experience, we will offer you a work opportunity that will support your long-term career goals. Students of history, anthropology, archaeology, archives management, cultural resource management, and museum management will enjoy seeing practical applications of what they have been studying through conducting research, writing family stories, and organizing archival information.

Description

- Researching the family history of people buried in St. Luke's and helping to write their family stories.
- Compiling information on specific topics related to St. Luke's such as the stained glass windows and the priests who have served at St. Luke's.
- Adding items to St. Luke's Archives and sending applicable items to the Diocesan Archives.
- Completing an inventory of St. Luke's historical artifacts, including photographing artifacts and writing descriptions.
- Updating St. Luke's library.
- Working with St. Luke's cemetery database.
- Could include working remotely.

Qualifications

- Experience using Excel, Access, or similar databases.
- Writing, research, and archival experience as demonstrated through applicable courses would be helpful.
- Familiarity with the Anglican Church of Canada would be an asset.

Competencies

- Strong writing and research skills.
- Effective interpersonal and communication skills.
- Proficient in working in a Windows/Microsoft environment.

- Proficiency in taking, resizing, and cropping photographs and scans.
- Flexible, well organized, and detail-oriented, with the ability to manage multiple priorities.
- A motivated self-starter, capable of working independently as well as within a team.
- Able to set and maintain personal and professional boundaries.

Employment Requirements

- Must be between the ages of 15 and 30 years at the start of employment.
- Preference will be given to post-secondary students with a background in history, anthropology, archaeology, archives management, cultural resource management, or museum management.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Must be legally entitled to work in Canada in accordance with British Columbia legislation and regulations.
- Have a current Criminal Record Check.

To Apply: Please forward a cover letter and resume to:

Barb Prescott by e-mail to: **communications@stlukecedarhill.ca**

Please put the position title in the subject line of your email.

Applications will be reviewed upon receipt.
Applicants selected for an interview will be contacted.

Application deadline is Friday, September 17th.