



## Career Opportunity: Archivist

### Diocese of Rupert's Land, Anglican Church of Canada

We are part of an international faith community bound together through sacramental worship proclaiming the Good News of Jesus Christ and responding compassionately to the world around us. The Anglican Church of Canada's Diocese of Rupert's Land encompasses 70 Anglican parishes in southern Manitoba and Northwestern Ontario. Our Diocesan staff, located in Winnipeg, support and serve the clergy, lay leaders and members of our parishes.

#### Our Opportunity

The Archivist for the Diocese of Rupert's Land (Diocese) reports to the Bishop, Diocese of Rupert's Land and provides professional and specialized archival knowledge, services, assistance, and leadership to the Diocese and its parishes in support of the retention and preservation of the cultural, historical, and legislative value of records and materials. The Archivist enables the fulfilment of the Diocesan archival Canons, policies, mandate, strategies, and accession requirements along with complying with applicable provincial and federal regulations. The Archivist is supported by and collaborates with the Archives Committee. The Diocese's archival records, materials and files are managed out of several locations in Winnipeg.

#### What You Offer

Successful completion of a related post-secondary education in Archival Studies or related discipline plus at least 2 years of related practical experience in the areas of archives, library, or related cultural resource management. An alternative is an equivalent combination of education, training and/or experience. Technical and behavioural knowledge and competencies required include:

- Working knowledge of generally accepted archives and records management practices, the rules of archival description and basic archival practices and preservation and conservation techniques and approaches
- Understanding of and ability to assess acquisitions
- Ability to determine the significance, authenticity, origin, and history of materials
- Ability to professionally inform others, share information, thoughts and ideas and increase understanding with internal and external stakeholders
- Proficiency in typical office software including Microsoft Office applications (Word, Excel, Access, Outlook)
- Project coordination including understanding the basic processes and skills required to plan and execute a project.
- Working understanding of web technologies to support work activities and research/investigation
- Strong organizational and time management skills; ability to develop logical systems for storage and retrieval of records
- Ability to work both remotely/independently and collaboratively in a team-oriented environment and to travel between archival locations including transporting archival records, access to a vehicle
- Strong analytical, problem solving and critical thinking skills
- Integrity; focused on producing high quality and credible outcomes
- Ability to maintain confidentiality and exercise tact and diplomacy in all undertakings
- Knowledge of the Access to Memory (A to M) archival database and familiarity with the Anglican Church of Canada is an asset

#### What We Offer

- A half-time position of 20 hours a week at \$25.00 an hour.

A detailed job description is available upon email request. We invite you to email your cover letter/resume in confidence, including three references and pay expectations, by October 14, 2022: [general@rupertsland.ca](mailto:general@rupertsland.ca) Diocese of Rupert's Land, 935 Nesbitt Bay, Winnipeg, MB R3T 1W6 [www.rupertsland.ca](http://www.rupertsland.ca)

We thank all applicants for your interest. Only those selected for an interview will be contacted.