



DIOCESE OF PRINCE GEORGE EMPLOYMENT OPPORTUNITY

ARCHIVIST/RECORDS MANAGER

The Roman Catholic Diocese of Prince George seeks a part-time (0.5 FTE) Archivist/Records Manager.

Reporting to the Chancellor, the Archivist/Record Manager's role is to manage the permanent records of the Diocese in compliance with legal requirements, historical use and standard professional practice by administering an integrated archives, records management and privacy program.

Major areas of responsibility:

- Appraise records for their business, administrative, financial, historical and enduring value from the Offices of the Diocese of Prince George, Domano Renewal Centre, parishes, and other sources.
- Acquire, appraise, classify, arrange, describe and provide access to archival materials in any media;
- Create, monitor and interpret records management policies and procedures for the Offices of the Diocese and its parishes as necessary;
- Act as diocesan Privacy Officer, under the direction of the Chancellor;
- Research and provide advice and training to staff and volunteers in the diocese.

Qualifications/Skills:

- Possess a university degree in archival studies, history or a related field (information services or library science) or an equivalent combination of education and experience in archives and records management;
- Have experience in archives, historical research, records management or library services;
- Have a thorough understanding of the *Personal Information Protection Act*;
- Demonstrate superior verbal and written communication skills;
- Have the ability to maintain absolute confidentiality and deal with sensitive matters;
- Have advanced administrative and computer skills.

Remuneration is commensurate with qualifications and experience. An excellent benefits package including pension plan is offered. The Archivist may be required to travel throughout the diocese from time to time.

The Safe Parish and Community Policy ensures a safe environment in the Diocese of Prince George. The successful candidate will be required to participate in an orientation session based on the Policy, complete a criminal record check with satisfactory results and sign the Safe Parish and Community Pledge.

A detailed job description is available from the Diocesan website. Please submit a résumé and a one-page cover letter to:

Chancery
Diocese of Prince George
6500 Southridge Avenue, Prince George, BC V2N 5P9
Fax: 250 964-2101
Email: chancery@pgdiocese.bc.ca
Website: www.pgdiocese.bc.ca

Applications will be accepted until the position is filled; initial review of applications will commence on March 9th, 2015. We thank all applicants for their interest however only those selected for an interview will be contacted.