

Archivist Job Position Description

Who We Are:

Sisters of St. Francis of Penance and Christian Charity based in Denver, CO are part of an international order of Franciscan sisters who first embraced the charism of St. Francis through the traditional ministries in healthcare and education in the Mid-West (mostly in North Dakota, South Dakota, Colorado and Nebraska), and now in additional ministries. We have ministered to the people of numerous communities since the mid-1880s. We are looking for a professionally trained archivist to organize and preserve our heritage as well as to share with those seeking information about our international congregation, as reflected in the archives.

Job Summary:

To preserve the history of Sisters of St. Francis of Penance and Christian Charity, Sacred Heart Province, as reflected in the textual records, the photographic records and artifacts collected from the administration offices, the residential convents, the traditional and non-traditional ministries, and the individual sisters from the 1880s to the present. The archivist is to maintain the records of the ongoing activities of Sacred Heart Province, and the interests of the sisters and of the provincial council, and to assist outside institutions with their needs for historical information, as appropriate.

Primary Responsibilities:

Archival Processing:

- Facilitate the transfer of archival materials and records from institutions and province communities to the archives of Sacred Heart Province.
- Arrange and describe the collections of previous leadership records, closed convent records, the non-traditional ministry records, and individual sisters' manuscript collections.
- Create all box lists, descriptions and finding aids for input into the computer and into an acceptable archives database system.

Reference:

- Answer internal, in-house inquiries and external-outside requests for information on the sisters, formerly sponsored institutions, and their current status.
- Provide items and records for internal and external users in collaboration with the provincial council.
- Provide photographs and biographical information for jubilees and funerals.
- Update location register as collections are consolidated and moved around.

Outreach:

- Prepare presentations on the Sacred Heart Province for gatherings when requested and for the website.
- Advise sisters about the archives' mission and what materials should come to the archives.

Administrative:

- Prepare annual budget, annual archives reports and supervise sister volunteers.
- Have a willingness to engage in professional activities to keep up with the trends in the field.
- Attend meetings and gatherings, as necessary, to facilitate the ongoing work of the archives in Sacred Heart Province.

Education and Experience Requirements:

Education:

- Master's degree in History in American history or a MILS with an archives concentration or the equivalent of education and professional experience or certification as an archivist from ACA
- Some acquaintance with the history of the Catholic Church and of religious sisters in the United States of America

Experience:

- Technical knowledge and experience in processing a variety of materials in a variety of formats
- Knowledge and familiarity with the standards and practices used in digitizing collections for access and preservation

Compensation and Benefits:

- Work hours are flexible at 20 hours per week (additional hours may be negotiated)
- Salary at least \$21 per hour, depending on experience
- Benefits:
 - Medical, dental, and vision insurance (employee pays a share if not full time)
 - Pension plan match of up to 3%
 - Paid vacation and sick leave
 - Moving expense allowance if relocating from out of the metro Denver region

Send cover letter and resume to Employment@Franciscanway.org

Posting open until July 31, 2019.