

**Job Description**

**Assistant Director of Archives**

**Description:**

The Society of Helpers is an international congregation of Catholic sisters, spanning 24 countries, working to ease the suffering of those most in need. Sisters devote their lives to God and their energies to addressing the suffering and needs of those wounded in their human dignity. Helpers use their own many unique gifts and interests to respond to a common mission — to help in all manner of good.

**Position Summary:**In collaboration with the Provincial Archivist, the Assistant Archivist’s main responsibility will be:

* Complete a backlog of appraisals, accessions, cataloging, arranging, descriptions of historical records, artifacts and administrative records of the Society of Helpers.
* Document and purge non-archival documents and artifacts from the collection.
* Update and maintain finding aids and inventories.
* A major responsibility for the next two years (2023-2024) will be to assist the Provincial Archivist with the planning and implementing the physical relocation and ownership along with the transfer of the archival collection of the Society of Helpers to an institution which has an archive repository for permanent placement.
* Maintain professional confidentiality
* Prepare quarterly reports for supervisor and the Society of Helpers Leadership Team

**Qualifications and abilities:**

* Ability to work with confidential materials
* Knowledge of fundamental archival principles and practices and proven ability of their application
* Experience with varied formats of records including manuscripts, printed materials, photographs, audio-visual materials, artifacts, and artworks
* Experience with database management software, Microsoft Word, Excel as well as digital imaging and editing software and development of finding aids
* Ability to work independently.
* Willingness to learn about the collection and management of the Society of Helpers’ archives
* Knowledge of relevant religious history and vowed religious life preferred
* Strong communication, organizational problem solving skills
* Membership in professional archival organizations

 **Education and Experience**

* Master’s degree in Library Science with a concentration in archives management
* Two years experience working in archives or special collections (including internships) with evidence of increasing responsibility.

**Reports to:** Provincial Archivist **Contact Info**: jeankielty@gmail.com

**Location:** Chicago,Logan Square **Part-time** - 30 hours/week

**Salary:** Negotiable based on experience