**Sisters of St. Francis of Philadelphia**

**Our Lady of Angels Convent**

**Position Description**

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| **Position Title:** Archivist | **Date Approved:** 5/17/24 |
| **Reports to:** Executive Director of Services | **Revised:**  |
| **Department:** Archives | **Position Classification:**Full-Time Exempt |

**About the Organization:** The Sisters of St. Francis of Philadelphia are a community of Catholic women religious who commit their lives to God as followers of Saints Francis and Clare. We strive to live in loving relationship and service with all people and creation. We are dedicated to bringing hope and joy to those in need by promoting justice and peace with emphasis on human rights and environmental concerns in our daily encounters.

**Position Summary:**

The archivist is responsible for maintaining various aspects of materials in the archives including appraising and accessioning new materials; inventorying, arranging, organizing, describing collections; identifying preservation issues; assisting internal and external researchers; and conducting outreach activities. Work Schedule: 40 hours per week Monday through Friday.

**Essential Functions:**

* Works with the leadership team to develop policies and procedures.
* Accessions and appraises materials transferred to the archives from administrative departments and individual sisters.
* Preserves, arranges, describes materials according to archival standards.
* Creates finding aids according to archival standards.
* Provides reference services to internal and external researchers as needed.
* Performs outreach services to raise visibility and awareness of the archives.
* Performs administrative and operational responsibilities such as ordering archival supplies and developing yearly goals and budget.
* Exemplify the values and charism of the Sisters of St. Francis of Philadelphia.

**Qualifications:**

* Knowledge of archival theory and practice with processing experience.
* Two-three years archives experience required (including internships).
* ALA accredited MLS with archives concentration. Certification a plus.
* Knowledge of digital imaging and metadata standards and management of electronic collections.
* Strong organizational, analytical, written, and interpersonal skills; ability to read cursive.
* Detail oriented; ability to be flexible; ability to work independently and collaboratively.
* Knowledge of computer applications in archives; experience with Microsoft Office suite.
* Knowledge of Catholic Church history and women’s religious congregations an asset.

**Physical Requirements:**

* Ability to work in a space without windows, to sit or stand for long intervals, to bend, stoop, reach, carry, lift 35 pounds, and climb ladders/footstools.
* Visual acuity and ability to work at a computer for extended period.