Application Packet – Congregation Archivist

Closing Date: Monday, January 6, 2020

Salary Range: $49,000 to $62,000 (Depending on Experience)

Full Time

Job Description, Qualifications and Application Process begin on the next page.

About the Congregation

The Congregation of the Sisters of St. Joseph of Peace was founded in Nottingham, England in 1884 by Mother Francis Clare (Margaret Anna Cusack). She was a woman deeply moved by the social conditions of her times and the plight of poor and oppressed people. She is a historic figure and was a prolific author in her own time, writing histories of Ireland, lives of the saints, and social reform.

The Sisters of St Joseph of Peace continue a rich heritage devoted to promoting social justice as a way to peace. From the beginning we have involved ourselves in ministries of social service, education and health care, working directly with the poor and sick, providing housing and care for women, orphans and blind children and adults, and, as need arose, established schools and hospitals.

The Congregation consists of three geographic regions: one in the United Kingdom and two in the United States (East and Pacific Northwest). The sisters also serve in Haiti. The headquarters of the Congregation is in New Jersey. Our Congregation archives is located on the campus of St. Michael Villa in Englewood Cliffs, New Jersey.

We value our lay employees who work with us and help us accomplish our mission.

Learn more about the Congregation on our website: www.csjp.org
Sisters of St. Joseph of Peace

Job Posting

Position: Congregation Archivist

Status: Full-time salaried position

Salary: $49,000 to 62,000

Reports to: Congregation Leadership Team

Essential Duties and Responsibilities:

• Overall responsibility for the archives collection. Included among principal tasks are those of acquisition, assessment, processing and reference, preservation, records management, planning, budget preparation and management, security, search and retrieval systems as well as related community outreach, oversight of the collection’s environment to ensure proper preservation of the collection.

• Monitor care and handling of documents by staff and researchers; provide a checklist of proper handling techniques to users.

• Inventory the collection to reconcile what is in the current finding aid with what is on the shelf; periodically monitor inventory.

• Develop a records management plan to identify archival records early in their life cycle and schedule temporary records for disposal in a timely manner.

• Train the staff and Leadership in the records management process.

• Communicate regularly with staff and Leadership to ensure the permanent records are being transferred to the Archives.

• Develop a plan to preserve archival electronic records, as they become more widely used within the Community.

• Catalog the collection using software that meets archival standards.

• Develop a digitization plan to post selected documents on the Web, so they will be accessible to researchers.

• Assist the staff, particularly Communications in taking full advantage of the CSJP history contained in the Archives.

• Use social media and other techniques to market the collection to researchers.
• Develop online and on-site exhibits highlighting CSJP history for members, visitors, and researchers.

• Assist and encourage researchers; answer reference questions and assist researchers in locating records that tell the story of CSJP.

• Develop a volunteer program to carry out actions that otherwise could not be done. Supervise volunteers.

• Digitize the audio-visual collections.

• Participate in professional archival associations and programs at various levels, local through national.

• Foster an awareness of and interest in archives, especially among the sisters.

• Perform other duties of this position or related positions as may become necessary or as directed.

**Minimum Requirements:**

**Values:** This position must be held by an individual who shares the values of peace and justice for the poor and who is committed to learning about, supporting, and respecting those in the vowed life of the Sisters of St. Joseph of Peace. There is no other background that can substitute for this requirement.

**Education:** This position requires a bachelor’s degree; Masters degree in library science, history, or related field with graduate training in Archives Management preferred. Other background that may substitute for this requirement is listed below.

**Experience:** This position requires two to three years of professional archives experience in addition to demonstrated experience communicating the mission and values of an organization. Other background that may substitute for this requirement is listed below.

**Or other background demonstrating application of the following knowledge, skills, and abilities:**

• Certification through the Academy of Certified Archivists;

• Understanding and awareness of national trends and standards in archival description/cataloging;

• Experience using archives cataloging software;

• Experience in preserving and providing access to archival electronic records and interest in new techniques;

• Records management experience;

• Online and onsite exhibit experience;

• Experience using Microsoft Office and Photoshop software; knowledge of Archive software;

• Excellent oral and written communication skills;
• Interest in the history of religious communities and commitment to learn about vowed life in the tradition of Sisters of St. Joseph of Peace including our mission, history, and values;
• Ability to work independently and as part of a team;
• Ability to work well with staff, other congregational personnel and the general public.
• Excellent interpersonal and communication skills.
• Ability to hold information in the strictest confidence.

**Application Process**

Applications will be accepted until 5 PM January 6, 2020.

Applications must include a CV/Resume, Cover Letter, and answers to the following application questions:

• How is your previous experience relevant to this role?
• Why are you interested in this job?

Applications may be submitted via [Indeed website](https://www.indeed.com) or email to csjhumanresources@gmail.com

No phone calls please.

We will contact candidates that have been selected for an interview by mid January.