**Archival Internship**

**Franciscan Sisters of the Poor Congregational Archives**

**Cincinnati, Ohio**

The Franciscan Sisters of the Poor are an international Roman Catholic congregation of vowed female religious. The Franciscan Sisters of the Poor are blessed with the mission to heal the wounds of Christ through love and service, especially to the poor and needy. The Congregation is an [international/multi-cultural](http://franciscansisters-en.sfp-poor.org/areas-sp-4212.html) religious congregation founded in 1845 by [Blessed Frances Schervier](http://franciscansisters-en.sfp-poor.org/about-us-sp-18547/frances-schervier.html) in Aachen, Germany. The Congregation works primarily in [health care](http://franciscansisters-en.sfp-poor.org/ministries/health-care.html), [pastoral ministry](http://franciscansisters-en.sfp-poor.org/ministries/youth-ministry.html), and [social services](http://franciscansisters-en.sfp-poor.org/ministries/social-service.html) in [Brazil](http://franciscansisters-en.sfp-poor.org/areas/brazil.html), [Italy](http://franciscansisters-en.sfp-poor.org/areas/italy.html), [Senegal](http://franciscansisters-en.sfp-poor.org/areas/senegal.html), the [Philippines](http://franciscansisters-en.sfp-poor.org/areas/philippines.html), and the [United States.](http://franciscansisters-en.sfp-poor.org/areas/usa.html) The core values of the Congregation are Compassion, Collaboration, Service, and Spirituality.

The Congregational Archives is offering a paid internship to individuals seeking experience in a small archives. The primarily focus of the internship will be archival processing. The internship is open to Public History/Library Science graduate students and recent graduates interested in pursuing a future archives career. Priority will be given to students required to complete an internship as fulfillment of a degree program.

The internship will last 300 hours over a period of 15-20 weeks for a maximum of 20 hours per week. Interns are required to work during normal business hours of 8:30-4:30, Monday through Friday.

The Congregational Archives is located in St. Clare Convent in Hartwell, Ohio, a suburb of Cincinnati. The building is a working convent with an active community of sisters who live, work, and worship in the building.

**During this internship, the intern will:**

* Creatively support the Congregation’s core values
* Complete (including creation of a finding aid) at least two of the following three projects:

-Minimal processing (aka “MPLP”) of one collection

-Re-processing of one collection

-Traditional archival processing of one collection

* Attend at least one local professional development meeting (MVAR, local ARMA chapter, etc. Related costs will be paid by Congregation)
* Answer research requests
* Assist in an inventory of the Congregation’s unprocessed collections
* Keep a log of work performed to be reviewed with the Archivist weekly
* Write a short (2-3 paragraph) article summarizing the internship experience for publication in a Congregational newsletter.

Additional duties will be assigned based on the intern’s interests and professional goals. Other duties may include:

* Records management
* Acquisitions
* Website design
* Digital projects including scanning of photographs
* Outreach
* Creation of displays/exhibits
* Document translation
* Grant writing
* Disaster preparedness
* Basic preservation
* Arrangement and preservation of architectural drawings

**Required qualifications**

* Enrolment in or recent graduation from a Master’s Degree program in Public History or Library Science
* Minimum overall GPA of 3.0
* Basic understanding of archival principles and practices, including processing a collection from unorganized acquisition to full arrangement and description, with creation of finding aid
* Understanding of 19th and 20th century American History
* Basic knowledge of computer applications, including Microsoft Word, Access, and Excel, as well as digital imaging and editing software
* Ability to lift 30 pounds
* Ability to work independently
* Commitment to archival ethics
* Ability to protect confidential information observed during course of this internship

**Desired qualifications**

* GPA of 3.5 or higher
* Familiarity with Roman Catholic religion
* Reading knowledge of German, Italian, Portuguese, or French

**Email resume and cover letter to:**

Jennifer Gerth, Director, Congregational Archives

[jgerth@franciscansisters.org](mailto:jgerth@franciscansisters.org)

or

Cheri Wyatt, Human Resources Coordinator

[cheri.a.wyatt@gmail.com](mailto:cheri.a.wyatt@gmail.com)

**Applications accepted until June 1, 2016. A stipend of $15/hour, free parking, and free lunch are provided.**

**For more information on the Franciscan Sisters of the Poor see:**

http://franciscansisters-en.sfp-poor.org/ and http://franciscansistersofthepoor.org/