



## Job Posting—July 10, 2024

<b>Position:</b>	Assistant Director of Archives
<b>Status:</b>	Full Time Exempt
<b>Reports to:</b>	Director, Consolidated Archives & Records Retention Program

The Congregation of the Sisters of St. Joseph is a religious community of vowed Catholic women and lay associates who live and minister in the U.S. and around the world. Through our Mission Network, we work with and support a diverse array of ministries including three Catholic high schools; tutoring and literacy programs; spirituality centers; social service programs; spiritual direction; and pastoral assistance. We also support justice and peace initiatives including anti-racism and inclusion efforts, care of Earth, the abolishment of the death penalty, fair and just immigration policies, nonviolence advocacy, and anti-human trafficking efforts.

Our mission is to bring all into unity with God, with one another, and with all creation. We do this through prayer, direct service and ministry, partnering with others to serve the dear neighbor, standing with and for the poor and vulnerable, and by advocating for systemic change.

The Assistant Director of Archives is responsible for assisting with the daily management of the Archives, including arrangement & description, preservation, reference inquiries, and actively participates in the planning and implementation of relocating collections and archives to Cleveland.

### **ESSENTIAL FUNCTIONS:**

- Responsible for overseeing daily functions of Archives Department, in absence of director. Shared responsibility for the supervision of staff (volunteers, local historians, and the archives assistant), both on and off-site.
- In collaboration with Archives Director, identifies, develops and creates professional policies and procedures to ensure functionality of the department.
- Participates in departmental strategic planning, including identification of annual budget needs.
- Assists with planning and implementing physical relocation of collection materials at various CSJ Centers to the main location at the Cleveland Center.
- Responsible for all aspects of three-dimensional art and artifacts in Archives, including the acquisition, appraisal, cataloging, storage, preservation, installation and display.
- Responsible for the strategic planning of audio and visual materials including preservation, conservation and use.
- Authors and designs departmental print materials such as event programs & invitations, exhibit labels, and informational fliers.
- Coordinates the ongoing development of databases to track physical and intellectual control of collections and related information.
- Leads outreach efforts to the CSJ community and to external audiences. This includes but is not limited to rotation of display materials in the Archives reading room, offering tours to visitors & groups meeting in the Archives space.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of fundamental archival principles & practices, and proven ability of their application.
- Familiarity with processes for the physical preservation of records, documents and artifacts.
- Knowledge of 19<sup>th</sup> and 20<sup>th</sup> Century history.
- Ability to work with confidential materials.
- Strong communication, organizational, problem solving and planning skills.
- Ability to manage and train staff, both paid and volunteer.
- Ability to work independently, as well as part of a team.
- Working knowledge of computer applications, including Microsoft Word and Excel, FileMaker Pro Software, as well digital imaging & editing software.
- Knowledge of relevant religious history and vowed religious life preferred.

### **EDUCATION AND EXPERIENCE:**

- ALA-accredited master's degree in Library Science or related, with coursework in archival administration.
- Four years + experience working in archives or special collections (including internships), with evidence of increasing responsibility.

### **WORKING CONDITIONS:**

- Ability to work in a normal office environment.
- Ability to travel by air and car.

### **PHYSICAL ACTIVITY REQUIREMENTS:**

- Physical ability to bend, stretch and lift 20 pounds.
- Occasionally lift and/or move up to 50 pounds.

**LOCATION:** Cleveland, OH

**SALARY:** starting at \$58,000 / full benefits

**Candidates are invited to send letter of interest and resume to Lisa Gibbon, Director, CSJ Archives & Records Retention, by Friday, August 16, 2024. Email: lgibbon@csjoseph.org**

*The Congregation of St. Joseph is an equal employment employer.*

*We celebrate diversity and are committed to creating an inclusive environment for all employees.*