

Jewish Archives and Historical Society of Edmonton and Northern Alberta (JAHSENA)

Position: Archivist/Administrator

Organization: JAHSENA, the Jewish Archives and Historical Society of Edmonton and Northern Alberta, is the Archives of the Jewish Community of Edmonton. Our Mission is To Preserve the Jewish heritage of the communities of Edmonton and Northern Alberta, through the acquisition, housing, arrangement, description, cataloguing, preservation, conservation and access of collected materials, and to promote interest in the history of these communities and their archives through educational and publication projects.

The Position: The Archivist/Administrator is responsible for overseeing the acquisition, appraisal, processing, preservation and promotion of the holdings of JAHSENA.

Overall Responsibilities: The Archivist/Administrator is responsible for direction of the archives, its volunteers and contract staff. He/she will be required to work closely with the Board to develop programmes and build partnerships with other organizations to reach the larger Jewish and non-Jewish communities.

Specific Responsibilities: Identify, acquire and authenticate records for acquisition; describe and arrange records according to international standards; manage retention and disposition of records; preserve and conserve records for the future; prepare physical and online exhibits; conduct research for patrons and answer reference questions; supervise and collaborate with volunteers, Board Members, professional colleagues and the public. Also, on the administrative side, he/she must conduct the everyday business of the archives, attend Board meetings, oversee the production of the newsletter, work with the Treasurer and Bookkeeper to maintain accounts and pay bills, oversee publication and distribution of the Newsletter, expand membership, maintain the website and catalogues, promote awareness and engage in grant preparation, fundraising and Casino administration.

Candidate Qualifications: Candidates must have at least an undergraduate degree, preferably with some emphasis in history, museum, library, archives or information studies.

Familiarity with archival and library principles. Excellent oral and written communication skills, technological literacy and ability to work with volunteers, Boards and older people is an asset.

Experience and Technical Competencies: Familiarity with working in a non-profit setting, with fundraising, writing and editing, with working in libraries and archives, with the history and culture of the Jewish community, accounting and computer skills.

Compensation: This is a part-time, contract position, approximately 20 hours per week. Salary is commensurate with experience and available on request.

Contact: Please forward your resume, references and covering letter to Gillian Horwitz at jahsena@shaw.ca