

Project description
Archivist
Temporary contract position

Position summary

Children's Health Foundation of Vancouver Island (CHFVI) is looking for an Archivist to undertake an archives analysis and classification project – in preparation for the 100-year anniversary of the Foundation. This is a temporary, paid contract position.

Duties and responsibilities

- Analyze and evaluate archives of valuable historical information to determine how the material should be compiled and categorized. Report on findings, as follows:
 - Recommend a specific archival classification system/model for the Foundation.
 - Make recommendations on the disposition of historical artifacts based on their significance, their condition, and their uniqueness and usefulness.
 - Determine/prioritize what the Foundation should keep in its own archives, and what need not be kept.

Qualifications and recommended experience

- Archivist qualifications preferred.
- Previous archival and/or library experience a plus.
- Highly organized and able to examine existing structures and recommend improvements.
- Strong computer skills; knowledge of scanning and saving files to a network.
- Microsoft Access database experience an asset.
- Ability to work well independently and with others.
- An interest in children's access to health care services.

Expected commitment

- The position will involve working mostly from home, with some time required at the Queen Alexandra Centre for Children's Health at 2400 Arbutus Road.
- This time-limited project requires commitment of approximately two months.

Compensation

This is a contractor position. Budgeted contract fee is \$28-\$30/hour with an estimate of 150 hours budgeted for the completion of this contract.

About Children's Health Foundation of Vancouver Island

Children's Health Foundation of Vancouver Island has invested in the health of Island kids for more than 95 years. We're here to harness the collective compassion of thousands of donors each year so that together, we can improve the lives of children and youth living with physical and mental health challenges, in every Island community.

Our crucial fundraising work began with inpatient support for kids with polio and other physical health challenges in 1926 and has evolved with every emerging health care need in the decades since.

As we approach our 100-year anniversary, we have a considerable amount of materials, photos and information that require the recommendations of an Archivist.

To apply

Please forward your cover letter, résumé, and any relevant information to Kathy St. John at kathy.stjohn@islandkidsfirst.com with Contract Archivist Position in the subject line. Applications are requested by October 22, 2021. To learn more about Children's Health Foundation of Vancouver Island, please visit us at www.islandkidsfirst.com.