

JOB TITLE:

Consultant / Records Management and Archival Systems

SOCIETY OVERVIEW:

The Société généalogique du Nord-Ouest (SGNO) is a non-profit organization whose mandates are:

- to assist anyone interested in genealogy and French-Canadian family history,
- to operate a Franco-Canadian genealogical research centre which is open to the public,
- to promote public interest in genealogy,
- to conserve historical resources and to promote genealogical research by the creation of local repertoires from journals, parish records and other sources.

The Society, which has more than 30 years of experience, has a research centre located in the Cité francophone, 8627 - 91 Street, Edmonton (AB).

Although most of the centre's resources are in French, bilingual volunteers assist clients with their research in both French and English.

The Society is seeking an experienced records manager / archivist to work as an independent contractor to develop and implement a records management and archival system, ideally the same whether paper or digital format.

PROJECT DESCRIPTION:

The project encompasses up to 350 contract hours to be provided from November 2021 until May / June 2022 :

- (1) to sort through and do an assessment of the Society's records,
- (2) to decide what must be kept by law, what should be archived to preserve the Society's history and what needs to be discarded,
- (3) to develop acquisition, preservation, and access guidelines for the Society's genealogical resources as well as administrative records,
- (4) to adopt criteria for deciding what to accept as a donation,
- (5) to organize training sessions for volunteers,
- (6) to recommend changes to policies and guidelines as needed,
- (7) to visit the research centre regularly until the end of the project to ensure that volunteers and members understand and are doing a proper triage (probably more often at the start and less at the end of the project),
- (8) to identify future related projects.

Remuneration negotiable, according to qualifications and experience.

THE CONSULTANT:

The successful candidate shall :

- (1) be bilingual, spoken and written (FRENCH and English),
- (2) have post-secondary education related specifically to records and / or archive management,
- (3) have previous experience applying records management and archival theory,
- (4) possess exceptional organizational and communication skills (verbal and written),

- (5) during covid-19, be able to work independently and follow health and safety protocols,
- (6) have experience with MS Office Suite (Excel, Word), and be familiar with printer, scanner and copy machines.
- (7) have the ability to lift and handle boxes up to 30 pounds.
- (8) be committed to providing offsite and onsite consultative services for approximately 350 contract hours for the duration of the project.

HOW TO APPLY:

If you think you could succeed in the role of consultant and help the Society to achieve its goals, please send a 1-2 page expression of interest and resume to info@sgno.ca quoting "DISGARD Consultant" in the subject line of your email.

This position will remain open until filled.

We thank all who apply but only those selected for an interview will be contacted.