



**The Archives of the Episcopal Church  
Archives Assistant Position Description  
Available Immediately**

A part-time temporary position is available for a technical assistant with a national non-profit archival repository.

This position calls for a 15-to-20 hour commitment per week to carry out routine support tasks. Operational responsibilities are varied and include proofreading and editing electronic documents, inventory maintenance, re-housing of collections, metadata collection, digital asset quality control processes, document filing, and preparation of descriptive inventories.

Good writing skills and attention to detail is critical. Knowledge of basic computer skills and web technologies required. Must be able to lift up to 45 pounds.

Competitive hourly compensation (\$18.00) for the qualified candidate. Flexibility is possible in establishing work schedules during normal business hours (M-F, 9-5). To express interest, send cover letter, resume including references, and a short writing sample with the subject line, Archives Assistant, to [dhales@episcopalarchives.org](mailto:dhales@episcopalarchives.org).

April 18, 2017

