

The Anglican Archives of the Diocese of New Westminster and the Ecclesiastical Province of BC & Yukon is looking for an Archives volunteer.

The volunteer will work directly under the Archivist and will start out with the primary task of processing unprocessed records. This will involve the sorting through unprocessed materials, properly arranging them in their original order – or if that is not feasible, in a reasonable Archival order – and the proper labelling of them on their respective folders and boxes. Other archival tasks may come into play later, subject to circumstances and the needs of the Diocese, as well as discussions between the Archivist and the volunteer. The types of records involved will include parish records, Diocesan records, and records of various organizations and sub-groups operating under the ‘umbrella’ of the Diocese. The signing of a binding non-disclosure agreement will be required before any access whatsoever is granted to any Archival/confidential materials.

Due to the complexity inherent in the tasks to be performed, the Anglican Archives requests applications from only those who have successfully completed the Core Courses in the Master of Archival Studies program.

For more information or to apply, please contact the Archivist, Marche Riley, at 604-684-6306 ext. 230 during work hours (Tues-Wed-Thurs, 8:30am-4:30pm Vancouver BC time), or by e-mail at mriley@vancouver.anglican.ca. If you are interested in applying, then do please read the Anglican Archives volunteer policy, downloadable at <http://www.vancouver.anglican.ca/resources/archives/pages/downloads-links>.