JOB POSTER- Suitable for Students

Genealogy/Archives Research Assistant

The Historic Sherbrooke Village Development Society has an opening for summer employment as a Program/Heritage Interpreter between June 4 and August 24, 2017.

Position will be 35 hours per week and will include working either Saturday or Sunday each week. Salary is $11:00 per hour.

The position will provide practical experience in Genealogical/Archival indexation and research, the successful candidates will work specifically with St. Mary's Municipality family collections.

Experience/education in the fields of history/heritage/genealogy or archives would be an advantage in the selection process, as would experience in genealogy research.

Successful candidate will learn preventative conservation relating to the care, storage and retrieval of the collection, how to use the research data base for cataloguing and retrieving resource materials, finding aids and basic key word searches. Experience working with library systems, inventory, archival materials, data entry, computer programs, coordination and/or public service would be an asset. Good organizational and public relations skills required. Ability to work with minimum supervision also required.

Applicants must have been full time students in the 2016/2017 season and must be enrolled in a post-secondary program at an accredited educational institution and returning to school in the fall. Candidate must be accountable, adaptable and dependable, have public relations skills and be able to work as part of a team.

Letters of Application, including current résumé or C.V. must be sent or delivered to Sherbrooke Village, PO Box 295, B0J 3C0, Attn: Lynn Hayne or by email to lynn.hayne@novascotia.ca by close of business Monday, April 24, 2017. All Applications should be clearly marked "Research/Archives Assistant". No phone applications will be accepted.

This position is pending funding through the YCW in Heritage Organizations Program.