

Contract Posting for the Urban League of London

Job title: Records Archivist

Contract amount: \$3,700 for an archival project

Position Details:

The Urban League of London is seeking the support of an archivist, who can take our physical records from the past 50 years, digitize them and then prep the files for a permanent home at a library location. We are flexible on start and end dates, and this project is contract funded, therefore the League will not be making statutory deductions. It is estimated to take between 8 to 10 weeks to complete full time, but can be completed over a longer period of time (to a maximum of 16 weeks).

The Organization:

The Urban League is an umbrella group whose members include neighbourhood associations, community groups and individuals from across the city of London, Ontario. We believe that engaged and informed Londoners are the building blocks of a vital, successful, and sustainable city.

The Overview:

- You'll be responsible for digitizing about 10 boxes of League records and filing appropriately into our digital database (Google Drive)
 - You will develop the inventory of physical records, sort them into chronological and thematic categories, scan the physical copies, sort into digital files and upload to Google Drive
- You'll reach out to various library systems within London to see if a library or collections group has a home for the League's paper records.
- You'll be asked to write 3-5 blog posts about your project and the more interesting records

Our Culture:

If you are the successful candidate you will be working on a small team to achieve both your personal goals and the organizational goals. We want to see change and are a group of passionate and motivated individuals.

Preferable Experience:

Preference will be given to candidates that have the following experience:

- Ideally in a program related to library sciences, administration, non-for profit or community development
- Ability to write clear and engaging content
- Strong attention to detail
- Some experience with record keeping, archiving, digitizing files.
- Some experience with project implementation, evaluation
- Reporting skills (budgets, tracking, evaluation etc.)
- Ideally have access to a scanner at home

Deliverables:

- All paper files scanned, tagged using a title process and uploaded to Google Drive
- All photos digitized from Anniversary Book
- All paper files organized chronological and by topic in boxes, and labelled in file folders
- Secure a location for the paper files to reside permanently (ideally a library collection)
- Write 3-5 blog posts about stories of success from the archives (1-2 key events, summarize the history of the Urban League)
- Create a list of past presidents as well as a list of Green Umbrella and Green Brick award recipients, generated from the paper copies and ensure the [website is updated](#) and consistent

Supervision and Mentoring Plan:

The Records Archivist will report directly to a Board or Staff member at the League. Orientation to the League and the position will be provided at the beginning of the position and will include an overview of the League organizational structure, mandate, policies, procedures and properties.

Project training and supervision will be provided by the Supervisor who will communicate the specific goals, tasks and expectations of individual projects. The Records Archivist will meet with their Supervisor directly via video call each week and be in contact on a regular basis when working independently.

The Supervisor will meet with the Records Archivist once per week to review progress on projects, update work plans accordingly, and discuss new ideas and challenges.

How to Apply:

Email info@urbanleague.ca with a cover letter and resume, and use “Records Archivist Application” as the subject line. Deadline to apply is April 16th and interviews begin the week of April 19th.