

## CSJ Summer Archives Research Coordinator

*\* Canada Summer Jobs Position – applicants must be between 18-30 years old \**

### Job Overview:

The Summer Archives Research Coordinator will help uncover and share the rich history of YWCA Edmonton by conducting focused archival research on significant women and key moments in the organization's past. This role involves working with archival collections, supporting digitization efforts, and helping develop engaging content for public awareness, education, and advocacy. The assistant will play a key role in ensuring YWCA Edmonton's historical materials are preserved and accessible, while contributing to community events and initiatives that highlight the organization's enduring mission and impact.

### About YWCA Edmonton:

YWCA Edmonton is a dynamic equity-seeking organization guided by core values such as integrity, empowerment, diversity, innovation, equity, and compassion. Our commitment lies in fostering an inclusive community enriched by trust, opportunity, and dignity for all individuals.

We provide direct support to individuals with disabilities, deliver affordable mental health services, foster youth empowerment programs, and promote environmental stewardship and outdoor education at YWCA Camp Yowochas. Additionally, our advocacy work amplifies our dedication to creating positive change.

Beyond our direct programs, we actively collaborate with over 20 equity-seeking grassroots organizations in the community. As a backbone organization, we unite to build community capacity, ensuring marginalized groups receive the support they need to thrive. This collective effort reinforces our commitment to creating an inclusive society where everyone, including disabled individuals, can reach their full potential.

YWCA Edmonton's unwavering dedication to empowerment and collaboration is the driving force behind our work, shaping a future where every individual, regardless of background, can flourish.

### Responsibilities:

- Conduct focused archival research at the Provincial Archives, City of Edmonton Archives, and Edmonton Public Library (EPL), centering on significant women in YWCA Edmonton's history.
- Gather, organize, and analyze historical materials to develop compelling content for awareness campaigns, social media, educational initiatives, etc.
- Oversee the digitization and cataloguing of archival materials to preserve YWCA Edmonton's legacy and improve access.
- Support the creation of materials and displays for community events that highlight YWCA Edmonton's mission, history, and ongoing impact.
- Undertake supplementary tasks (such as inventory updates, metadata input, or file organization) to ensure comprehensive archival management.
- Collaborate with staff to ensure archival materials are positioned as resources for education, advocacy, and public engagement aligned with YWCA Edmonton's values.

**Qualifications:**

- Strong research skills, including experience working with archival materials, historical records, or primary sources.
- Familiarity with digitization practices, metadata entry, or digital archiving is an asset (training can also be provided).
- Strong interest in preserving historical documents related to equity, diversity, and inclusion.
- Must be physically able to lift, reach and carry boxes up to 15 kg.
- Must have own transportation.
- Must be organized, detail-oriented, self-motivated, and have excellent communication, time management and problem-solving skills.
- The applicant must be able comfortable working independently and taking initiative while collaborating effectively in a team setting.
- Ability to deal with information in a confidential manner.
- Proficiency with digitization tools and software is an asset.
- Passion for the mission and work of YWCA Edmonton.
- Clear Criminal Record Check.
- Between 18 and 30 years of age.

Employment Type: 35 hours per week

Period of Work: 10 weeks

Salary: \$16.00/hour

