The Whitby Public Library invites archival studies graduates seeking professional experience to apply to the Library’s Young Canada Works Internship. This position is made possible through the Young Canada Works at Building Careers in Heritage program which provides opportunities for recent graduates to gain the skills, experience, and ability they require to enter the workforce.

POSITION SUMMARY:

The Archives Intern will contribute to projects offering experience in the full range of archival functions with a focus on: appraisal, arrangement, description, and research. The Intern will also have the opportunity to develop more general skills that are key to advancement in a professional career, including time management, project management, problem-solving, communication, interacting with stakeholders, and working collaboratively with other heritage and information professionals.

DUTIES:

- Appraise, select, sort, and describe the backlog of archival collections according to the standards set out by the Rules for Archival Description;
- Explore the local Indigenous heritage of Whitby through traditional research and collaborative methods;
- Develop a way to share this information with the community through online portals.

QUALIFICATIONS:

Graduates must meet Young Canada Work's (YCW) eligibility requirements:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada;
- are legally entitled to work in Canada;
- will be between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job while employed with YCW;
- are a recent graduate who has graduated from college or university within the last 24 months at the start of employment;
- have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's Youth Employment Strategy.

Candidates are required to:
• have graduated from an archival studies or an information/library studies program with courses in archives, or experience working in archives
• be familiar entering data into databases and excel spreadsheet and on-line searching
• have knowledge of care and handling of archival records
• have attention to detail, good time management skills and excellent oral and written communication skills, especially web-based

The Intern will report to the Archivist. This temporary position runs from October 2, 2017 – March 30, 2018. 35 hours per week. $18.00 per hour.

Please mail or e-mail your detailed confidential cover letter and resume, indicating education, experience, etc. no later than Friday, September 1, 2017 to:

Whitby Public Library
Support Services Department
405 Dundas Street West
Whitby, ON L1N 6A1

E-MAIL: jobs@whitbylibrary.on.ca

The Whitby Public Library is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise Support Services of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act.