

Archivist

St. Vincent's is seeking a Full-time (40 hours per week) Archivist. This person will assist the Vice President of Mission Integration with the guarding of the history of the founding and growth of St. Vincent's ministries in Santa Barbara since 1858. The Archivist is responsible for assuring the truth and integrity of information shared by St. Vincent's regarding its rich history and past. The Archivist performs the duties of this position in accordance with the mission, vision, and values of St. Vincent's.

JOB REQUIREMENTS:

- Must demonstrate personal identity with and commitment to the mission, vision, and values of St. Vincent's.
- Bachelor's Degree required, Master's Degree preferred.
- Excellent written, organizational, and communication skills.
- Ability to organize, compile, categorize, search for and verify information and data.
- Ability to communicate with people inside and outside of the organization, represent the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or email.

ESSENTIAL FUNCTIONS:

- Authenticate and appraise historical documents and archive materials.
- Create and maintain accessible, retrievable computer archives and databases, incorporating current advances in electronic information storage technology as it becomes available within the ministry.
- Direct the activities of volunteers who may assist in arranging, cataloging, exhibiting and maintaining collections or valuable materials.
- Locate new materials and direct their acquisition and display.
- Organize archival records and develop classification systems to facilitate access to archival materials.
- Prepare archival records such as document descriptions to all easy access to information.
- Preserve records, documents, and objects, copying records to film, videotape, audiotape, disk, or computer formats as necessary.
- Research and record the origins and historical significance of archival materials.
- Select and edit documents for publication and display, applying knowledge of subject, literacy expression, and presentation techniques.
- Coordinate education public outreach programs such as tours, workshops, lecture, and classes.
- Establish and administer policy guidelines concerning public access and use of materials.
- Provide reference services and assistance for users needing archival materials.
- Other tasks as assigned.

Must pass criminal background and fingerprint check, pre-employment physical with negative TB test, and have valid California Driver's License with clean DMV record.

Compensation depends on experience. Benefits eligible position after 60 days including health insurance, dental insurance, vision insurance, life insurance, retirement plan, gym stipend, paid time off (PTO), education reimbursement, and paid holidays.

Please submit your Cover Letter and Resume to Human Resources via this job posting, or fax to (805) 967-7508. EOE.

NO PHONE CALLS PLEASE

St. Vincent's is a Roman Catholic organization sponsored and operated by the Daughters of Charity of St. Vincent de Paul, which provides programs for children, families, and seniors that are based on community needs. St. Vincent's is the longest continuously operating human service agency in Santa Barbara. St. Vincent's began operations in 1858. For more information, please visit our website at <http://www.stvincents-sb.org>