

JOIN OUR TEAM

POSITION DETAILS

Archive Technician

Full time (35 hours / 8 week term contract, 15\$ per hour), work from home and in person in Montreal

ABOUT CWY-JCM

CWY-JCM is an international nonprofit organization dedicated to the empowerment of young people. CWY-JCM collaborates with partners in Canada and around the world to create transformative learning experiences focused on building knowledge and leadership skills through participation in sustainable community-driven projects. For the next 10 years, CWY will focus on impact within the four key pillars: Empowerment and Experience for Indigenous Communities, Sustainable Livelihoods and Entrepreneurship, Empowerment of Young Women & Girls, and Environmental Sustainability

POSITION OVERVIEW

Reporting to the Operations Manager, the Archive Technician will lead the development, planning and execution of a new physical and digital archive storing policy and system. You will be responsible for the archiving of physical files, photos, posters, awards as well as digital documents and photos. As the Archive Technician you should be well organized and possess a sound knowledge of archiving systems and storing physical resources. Excellent communication and attention to detail skills are vital in this role.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Experience or studied designing archiving systems
- Be self-directed
- Full bilingualism is required
- Experience with physical resources is an asset

TO APPLY

Please send your CV and cover letter via email at: jmichel@cwj-jcm.org. In the object of your email, you need to indicate the job title: Archive Technician

Canada World Youth is committed to equity in employment and diversity.

This posting represents an opportunity to realize our focus on increasing the presence of underrepresented groups in the organization, such as Indigenous peoples, visible and ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to the success of a diverse workforce.

We would like to thank in advance all the candidates for their interest in Canada World Youth.
Please note that only candidates invited to an interview will be contacted.

