



Archive Clerk

Responsibilities include:

- Carry out an inventory of documents to be sent to the archives, to be preserved as part of the “Temporary Museum” for the 40th anniversary of the organization and to be filed in the Crossroad’s office;
 - Ensure the material preparation of the documents for the archive fund: digitization, registration of documents, placing labels, folders and leaflets;
 - Contact the organization's partners to ensure that artifacts and archives are updated regarding the organization's 40th anniversary; check the availability of documents, gather up and enter information in the computerized system;
 - Contact partners and other key interveners to collect their testimonies for the preparation of the 40th anniversary of Crossroads for Women;
 - Attend the training "volunteer support person";
 - Take certain work shifts to respond to SANE calls (week and/or evening);
 - Support the entire team in the implementation of the program and in the achievement of its goals.
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- As an ideal candidate for this position, you:
 - Demonstrate writing and verbal skills in English and French (required) *;
 - Have the ability to objectively assess situations, make informed decisions and ensure appropriate follow-up;
 - Demonstrate strong interpersonal and communication skills (verbal and written);
 - Work with empathy, enthusiasm and without judgement * *;
 - Are flexible in a fast-paced work environment and can perform multiple tasks;
 - Have the ability to work as a team and independently;
 - Are known for your creative spirit, your autonomy, your sense of organization and your ability to communicate in a clear and tailored way to different types of audiences;
 - Understand the stakes about women and you are very interested in fighting the violence against women;
 - Respect and maintain the confidentiality of current and past residents and the shelter.

Candidates must be available to work on days, evenings and weekends.