

JOB ADVERTISEMENT

Archival Document Manager

2 Positions Available



Organization:	Eastern Synod of the Evangelical Lutheran Church in Canada
Location:	Kitchener-based with some on-site archival work (on-site)
Term:	8 consecutive weeks, 35 hours/week
Start Date:	May 2026 (flexible)
Wage:	\$17.60/hour
Positions:	2

ABOUT THE EASTERN SYNOD

The Eastern Synod of the Evangelical Lutheran Church in Canada (ELCIC) serves 175 congregations and approximately 50,000 baptized members from Sault Ste. Marie, Ontario to Halifax, Nova Scotia. We are committed to supporting congregational life, community history, and ministry across a wide and diverse region.

ABOUT THE ROLE

We are looking for two careful, organized, and historically curious students to join our team as Archival Document Managers this summer. Congregations leave with the Synod irreplaceable records – council minutes, photographs, and more – many of which are at risk of deterioration or loss. In this role you will help preserve these materials, organize them digitally, and make them accessible for future generations.

KEY RESPONSIBILITIES

Archival Digitization

- Scan and digitize physical documents and photographs
- Handle archival materials with care and attention to preservation standards
- Organize digital files in a structured and consistent way

Data Management and Organization

- Create and maintain metadata for digitized records
- Catalogue materials for easy retrieval and long-term use
- Ensure accuracy and consistency in record-keeping

Content Preparation and Accessibility

- Prepare materials for digital access and potential public use
- Write brief summaries or descriptions of archival content
- Support the development of a searchable, user-friendly archive

Research and Contextualization

- Assist in identifying the historical and community significance of records
- Support staff in interpreting materials where needed
- Contribute to documenting the history and impact of congregations

Technical and Process Support

- Use digital tools for scanning, file management, and storage
- Troubleshoot basic technical issues
- Suggest improvements to workflows and processes

Collaboration and Work Structure

- Work as a team of two, sharing tasks and reviewing each other's work
- Participate in regular check-ins and structured supervision
- Collaborate with staff and, where appropriate, congregational contacts

SKILLS AND QUALIFICATIONS

- Strong attention to detail and organizational skills
- Comfort working with digital tools and file systems
- Ability to handle materials carefully and methodically
- Interest in history, archives, or community work
- Ability to work independently and as part of a team

WHAT YOU WILL GAIN

This is a hands-on summer position with real responsibility and lasting impact. You will leave with:

- Practical skills in archival practice and digitization techniques
- Experience in digital file management and metadata creation
- Research and documentation experience
- Experience working in a non-profit, community-based organization
- A foundation applicable to careers in archives, libraries, research, and community development

EQUITY AND INCLUSION

The Eastern Synod is committed to inclusive hiring. Priority will be given to applicants facing barriers to employment. We offer accommodation measures, flexible arrangements, and a respectful, supportive team environment.

HOW TO APPLY

Please submit a cover letter and resume to:

Katja Brittain

Email: kbrittain@elcic.ca

Questions about the role are also welcome at the above email address.

Application Deadline: May 1, 2026, or until the position is filled

Eastern Synod of the Evangelical Lutheran Church in Canada

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