

## EMPLOYMENT OPPORTUNITY

### Professional Development Officer Association of Newfoundland and Labrador Archives

The Association of Newfoundland and Labrador Archives (ANLA) invites applications for a permanent part-time position as its Professional Development Officer (PDO).

#### ANLA

ANLA promotes professional standards in procedures and practices and provides outreach to archives, archivists, and individuals committed to the preservation of archival records in the province. ANLA also provides a network for communication among members and represents the archival community of Newfoundland and Labrador in federal and provincial partnerships.

We acknowledge that the lands on which ANLA and its member institutions are situated are in the ancestral homelands of the Beothuk, whose culture has been erased forever, and the traditional territories of the Mi'kmaq, Innu, and Inuit of this province.

#### Position description

ANLA seeks a creative, knowledgeable, and collaborative individual to work under the direction of a volunteer Executive Board. The position will focus on the planning, design, and delivery of archival education and training programs; providing advisory services to the ANLA Executive, individual and institutional members, and to heritage, historical, and other related organizations; managing the daily operations of the ANLA office; promoting growth of the ANLA membership; acting as a liaison between ANLA and relevant archival institutions and provincial and federal governments or agencies; and representing ANLA as directed by the Executive.

This is a part-time position, 25 hours per week, based in St. John's, that may be worked as a four-day week or a shorter work day over five. A hybrid arrangement of working at the ANLA office and/or at home is acceptable, in consultation with the Executive. Flexibility is required to accommodate daytime, evening, or weekend workshops, conferences, presentations, or events at which the PDO represents ANLA. Travel related to these duties may also be required, primarily in-province.

For further details, see [Professional Development Officer Job Description](#).

#### Qualifications

Candidates must be legally entitled to work in Canada.

Candidates must have a strong working knowledge of digital and physical archival practices and a commitment to educational program delivery. Experience (1-3 years) working in an archive or library, or coursework towards a Master's degree in archival studies, information/library studies, or history, is required. An equivalent combination of experience and education will be considered. Completion of a Master's degree is preferred. Knowledge of Newfoundland and Labrador history is desirable.

Strong interpersonal and communication skills, experience working in a digital office environment, proficiency at project planning, attention to detail, and ability to work in a self-directed, independent job with minimal supervision are essential. A valid driver's license and own vehicle are assets. Candidate must provide a Criminal Records Screening Certificate.

#### Salary

\$33,800 per year (\$26/hr) – \$39,000 per year (\$30/hr) plus vacation and other benefits

#### To apply

Please submit a letter of application, curriculum vitae, and the names and contact information of three references no later than March 24, 2024, electronically or in writing to:

Aimee Chaulk, President, ANLA

Email: [president@anla.nf.ca](mailto:president@anla.nf.ca)