

PROFESSIONAL DEVELOPMENT OFFICER JOB DESCRIPTION

General:

The Association of Newfoundland and Labrador Archives (ANLA) is a non-profit, membership-based association of archivists, archival institutions, and associate individuals and institutions representing a network of community, regional, and municipal archives across the province. ANLA supports efforts to preserve and promote Newfoundland and Labrador's history and heritage through educational, advisory, and networking services. The Professional Development Officer (PDO) is ANLA's only staff person.

Under the supervision of the President and other ANLA Executive members, the PDO the plans, designs, and delivers archival education and training programs; provides advisory services to the ANLA Executive, its members, and heritage, historical, and other related organizations; manages the daily operations of the ANLA office; maintains ANLA's website, database, and social media accounts and channels; promotes growth of the ANLA membership; acts as a liaison between ANLA and relevant archival institutions and provincial and federal governments or agencies; and representing ANLA as directed by the Executive.

Duties:

- 1. Planning, design, and delivery of the ANLA archival education and training programs:**
 - by canvassing ANLA members and consulting the ANLA Executive to determine the education and training requirements of the association;
 - by recommending an annual education and training program;
 - by delivering components of the education and training program;
 - by assisting in finding appropriate resource persons to deliver other components of the education and training program and coordinating and facilitating in the delivery of seminars, workshops, and meetings;
 - and by maintaining copies of all education and training online recordings and/or print materials;

- 2. Provides advisory services to ANLA, to member and non-member archival institutions, and to heritage, historical, and related organizations:**
 - by responding to requests for assistance regarding archival issues;
 - by visiting member archives and associate institutions to advise on archival matters;
 - by bringing relevant issues to the attention of the ANLA Executive and specific committees, where appropriate;

- 3. Manages the daily operations of the ANLA office:**
 - by being responsible for the day-to-day operations of the ANLA office;
 - by responding to questions from the members, and the public;
 - by administering the ANLA website and social media accounts;
 - by maintaining ANLA's active records and handling the transfer of older records to The Rooms;
 - by preparing and submitting briefs, reports, and applications as required to maintain ANLA in good financial and corporate standing;
 - by training and supervising the work of various project staff hired for the ANLA office;

- and by carrying out other related duties assigned by the ANLA President and/or Executive, such as planning the Annual General Meeting and/or Symposium.
- 4. Promotes growth of the membership:**
- by reaching out to others engaged in archival work in heritage, historical, and cultural affiliated institutions across the province to encourage them to join ANLA;
 - and by maintaining up-to-date membership records and managing the annual renewals.
- 5. Acts as a liaison between ANLA and other relevant archival institutions and federal and provincial government departments/agencies:**
- by maintaining a close relationship with the staff at the Canadian Council of Archives (CCA), the Canadian Conservation Institute (CCI), and Young Canada Works regarding programs for education and training programs or employment grants;
 - by working with the ANLA President or Executive to coordinate the adjudication of, and the administration of, any additional grant applications;
- 6. Represents ANLA as needed:**
- if delegated by representing ANLA at relevant events and forums;
 - by maintaining contact with similar professional development and education positions in other provincial/territorial councils.

Qualifications:

Education and Experience

- Master's or undergraduate degree in archival studies or information/library studies, history
- 1-3 years working in an archive or library
- An equivalent combination of experience or training will be considered

Job-specific Skills

- Knowledge of current trends and issues in archives, including digital preservation, archival management systems, copyright, access and privacy legislation, archival standards, preservation, professional ethics
- Awareness of related funding opportunities
- Writing grant and other applications

Technical Competencies

- Instructional skills one-on-one or in a workshop setting
- Excellent oral and written communication skills
- Excellent technology skills, including the Google suite of applications, database management, file sharing and transfer programs, website administration, and social media platforms
- Project management
- Valid driver's license and own vehicle are assets

Behavioural Competencies

- Excellent organizational skills
- Ability to work independently with minimal supervision

- Ability to work collaboratively with colleagues and other like organizations

Working Conditions

- Extended periods of time using a computer
- Occasional travel throughout the province to deliver training or conduct site visits
- Potential exposure to dust, mould, or other harmful elements associated with archival material
- Based out of the ANLA office in St. John's, with the option to split the work-week between the office and working from home following consultation with and approval of the Executive