

Job description:

Position: Office Administrator

Location: Association of Newfoundland and Labrador Archives (ANLA), 95 Bonaventure Avenue, St. John's

Type: Part-time, 21 hours per week, contract

Wage: \$28.00 per hour

Application deadline: March 13, 2026 (5:00pm NST)

We are seeking an Office Administrator to support the daily operations of the ANLA office. The Office Administrator will report directly to the President of ANLA, and provide regular updates to the Board Executive. This is a one-year contract contingent upon the receipt of funding with possibility for renewal.

Responsibilities:

- Answer the office phone and email, and regularly check for mail at the post office
- Process membership fees and mail out membership information
- Actively market the ANLA produced Archival Practices binder to the membership and general public
- Provide advice or make appropriate referrals for any archival practice-related inquiries
- Create and edit content on the ANLA website and social media channels, ensuring both are kept up to date
- Work with the Education and Outreach committee to offer programming/workshops including recruiting instructors, and coordinating registration and fees

Qualifications:

- A bachelor's degree in arts or business administration, or a college diploma in office administration
- A master's degree in library sciences or museum studies is an asset
- Strong organizational and communication skills
- Ability to manage time, meet deadlines, and work independently
- Familiarity with social media and Wordpress is an asset
- Experience working in an office setting is an asset
- Familiarity with heritage and/or archival/library practices is an asset

Why join us?

- Contribute to a provincial organization that supports small archives
- Flexible and hybrid work schedule (ability to reliably commute to the office at least two days a week is required)
- ANLA's mandate is to promote professional standards in procedures and practices and provide outreach to archives, archivists and individuals committed to the preservation of

archival records in the province. ANLA also provides a network for communication among member institutions and represents the archival community of Newfoundland and Labrador in federal and provincial partnerships.

The Association of Newfoundland and Labrador Archives values diversity in the workplace and is an equal opportunity employer.

To apply, please submit a resume and a brief cover letter outlining your interest via email with the subject line "Office Administrator Application" to president@anla.nf.ca by 5:00pm NST on March 13th, 2026.

Only applicants selected for an interview will be contacted.

Expected start date: April 1, 2026