



ARCHIVES COORDINATOR

FTE: 0.75 to 1

Reports to: Associate Executive Director of Operations

Location: Elkhart, Indiana

Purpose

The Coordinator oversees the accessioning, arrangement, description and preservation of permanent records for Mennonite Church USA in textual, photographic, audiovisual, micrographic and multimedia formats. In addition, the Archives Coordinator appraises, acquires and maintains the archival collections of individuals and institutions closely associated with the MC USA.

Responsibilities

1. Archival material acquisitions

- Appraise, receive and enter new materials for processing.
- Acknowledge receipt of new materials.
- Maintain and update Records Management policies for MC USA and its agencies as necessary.

2. Process archival materials

- Organize and catalog materials in their various formats (i.e., paper, digital) as appropriate for the Mennonite Church USA Archives and in prepare finding aids in accordance with archival standards.
- Delegate responsibilities to and supervise appropriate staff, volunteers or interns assisting in the processing of archival materials.
- Employ appropriate strategies to eliminate unnecessary or irrelevant materials and to manage the volume of archival materials as possible.

3. Researcher services

- Serve as primary staff person for responding to researcher requests, both from in-person researchers and requests by correspondence (letter, e-mail, etc.) or telephone.

- As possible, delegate responsibilities to and supervise appropriate staff, volunteers or interns in responding to researcher requests.
4. Digitization projects
 - Work in cooperation with staff or volunteers to select materials to be scanned and organize those materials once scanned.
 5. Archives Management
 - Serve as primary staff person to organize and maintain the archival facilities.
 - Maintain archival supplies (boxes, folders, labels, etc.).
 - Maintain records of researcher requests and visits, volunteer time and other relevant data.
 6. Policy development
 - Work with Historical Advisory Committee for the interim and long term planning particularly in regard to collection management.
 7. Along with other staff, serve as Archives host as necessary.
 - Answer phone.
 - Assist walk-in visitors.
 - Speak to visiting groups.
 8. Supervision
 - Supervise staff and interns.
 9. Advancement (10% of time)
 - Engage in writing and public speaking to raise awareness about the mission and work of the archives.

Leadership and communication skills

1. Understanding and appreciation of Anabaptist/Mennonite history.
2. Good organizational skills.
3. Adaptable to change.
4. Able to handle multiple concurrent responsibilities.
5. Good verbal and written communication skills.
6. Creative and visionary.
7. Comfortable interacting with varied constituencies.
8. Degree in history, archival studies, library science or related field and/or equivalent work experience preferred.
9. Academy of Certified Archivists certification preferred.