Position Summary

Manages and improves the archives, records, and the electronic document management system. Provides archival and records support to the Pastoral Office, Parishes and other diocesan groups.

Reports to:  Chancellor

Duties and Responsibilities:

1. Manages and improves the Diocesan Archives and Records Management.
2. Manages and improves as needed the diocesan electronic document management system.
3. Develops and implements policies and procedures to manage current and archival records.
4. Serves as the main Archives liaison to diocesan offices, parishes, schools, institutions and organizations, as we as to other professional organizations and the general community.
5. Develops and manages the diocesan records protection program. This includes records restoration, destruction when appropriate, and digitizing vital records.
6. Trains, develops and supervises interns, volunteers and/or staff involved in the Archives area.
7. Develops training material and provides training to parish and other diocesan staff on sacramental recordkeeping guidelines.
8. Creates and applies records retention schedules according to professional standards and under the guidance of the Legal department.
9. Exercise great care and confidentiality as needed for all records and communications.
10. Serves as historian for special diocesan projects.
11. Leads the information gathering and the timely submission of accurate data for annual external reports (e.g. to Rome, OCD, and others as needed).

Qualifications

Ideal qualifications include a Master's degree (e.g. Master’s Degree in Archival Administration or Library Science, or History, or equivalent) and at least two years of related archival experience. Being a Certified Archivist and/or Certified Records Manager is desirable. Experience in database creation and good working skills in Microsoft Office software and Electronic Document Management Software.

The Archivist should have excellent written and verbal communication skills with a wide variety of stakeholders, and should have great skills to organize materials and information. Bilingual Spanish skills are desirable, with a basic knowledge of Latin.

Ability to lift/move boxes or materials weighing up to 35 lbs. is desirable.