

The Friends of the Provincial Archives of Alberta Society is pleased to offer one (1) Young Canada Works Internship in access/reference services at the Provincial Archives of Alberta. Based in Edmonton, the Indigenous Community Archivist (Intern) will work on a variety of research, reference, and outreach projects designed to expand the intern's knowledge of access and its applications in an archival context, with a specific focus on the Truth and Reconciliation Commission (TRC) Calls to Action. Projects include research into and description of Indigenous-related archival records, a needs assessment to identify and address barriers to client success, and client-driven reference work and a plan for community outreach.

This internship requires a solid background in research and culturally respectful reference service of archival materials as well as working and/or lived knowledge of Indigenous communities in Alberta. The ideal candidate would be a recent graduate with an advanced degree in information management, community development, social sciences or a related discipline with experience relating to Indigenous studies. Knowledge of an Indigenous language is an asset. Proficiency in Microsoft Office is required, specifically Word, Excel, Outlook and PowerPoint. A willingness to participate in public engagement and collaboration is also important, as is the enthusiasm to make the most of an excellent practical learning opportunity.

The Friends of the Provincial Archives of Alberta Society is an equal opportunity employer and welcomes applications from all qualified parties (particularly women, persons with disabilities, and members of visible minority and Indigenous communities).

This position is scheduled to run for 22 weeks, from September 9, 2019-February 14, 2020 with a stipend of \$25/hour (36.25 hours per week). Start and end dates are flexible.

Please forward a letter of interest, résumé, and writing sample (500 words maximum) by July 21, 2019 to:

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Reference Archivist/Librarian  
Provincial Archives of Alberta  
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