



## YOUNG CANADA WORKS IN HERITAGE INTERNSHIP DIGITAL ARCHIVIST INTERN

**POSITIONS:** One (1) full-time position (35 hours per week) for thirty (30) weeks at \$22.50 per hour.

**CONTRACT DATES:** September 2, 2025 to March 27, 2026

**LOCATION:** Candidates may be located anywhere in Canada. The successful applicant will work remotely. Rise Up Feminist Digital Archive is located in Toronto, Ontario.

### WHO WE ARE

[Rise Up Feminist Digital Archive](#) is an online archive of feminist activism in Canada from the 1970s to the 1990s. Since 2015 feminist scholars and activists have been working with libraries, archives, feminist organizations, community groups, labour unions, and individuals to collect, digitize and make available online a wide range of original archival materials that are inclusive of diverse feminist activism, particularly those representative of voices that have been historically marginalized. These historical records have become an invaluable resource for educators, students, historians, researchers, artists, and emerging activists.

### ROLE AND RESPONSIBILITIES

The Digital Archivist Intern will work under the immediate supervision of a Rise Up Digital Archive director involved in archival collection, and in collaboration with other directors responsible for coordinating other areas of work .

### PRIMARY DUTIES

- Acquire, organize, scan, digitize, describe, and upload archival materials
- Maintain good records of acquisitions through all stages
- Prepare newsletters, social media posts, and other communications
- Assist with administrative work required to support Rise Up, including meeting preparation, fundraising, policy development and responding to inquiries.



The intern will also undertake special projects related to their professional interests and Rise Up's needs. These will be determined in consultation with the intern and may include:

- Building new collections of archival materials related to specific organizations or events, particularly those reflecting Indigenous, Black, People of Colour (BIPOC), 2SLGBTQ+ and disabled feminist activists. This may include
  - Research into new materials
  - Outreach to new contacts and potential sources of archival materials
  - Work on collaborative projects between Rise Up and other organizations
- Organizing special on-line exhibit collections that draw together archival materials to highlight particular topics or themes of feminist activism, for example, eco-feminism
- Developing additional tools and resources to support Rise Up's commitment to diversity, equity, and inclusion in its archival collection and organizational practices
- Creating new educational materials and resources
- Preparing social media posts to promote Rise Up Feminist Digital Archive collections
- Other projects, as discussed.

## **REQUIRED SKILLS AND EXPERIENCE**

- Commitment to social justice, equity, diversity, and inclusion
- Post-secondary level education in archival, information management, or library studies and/or gender studies or a similarly related field
- Knowledge of women's equality issues and history of the women's movement and/or other equity advocacy and activism
- Computer literacy and familiarity with Microsoft Office and Google Suite
- Effective interpersonal and team skills
- Fluency in English including strong writing and editing skills
- Strong organizational and time management skills
- Ability to work independently
- Ability to maintain files and records
- Ability to follow oral and written instructions



## ASSETS

- Comprehension of written French
- Relevant experience in archival, information management, or library studies
- Experience with OCRing software
- Experience with managing websites
- Familiarity with Slack and Canva

**DEADLINE FOR APPLICATIONS:** Monday, August 4 2025

## HOW TO APPLY

Before submitting an application, please confirm eligibility for employment in accordance with YCW criteria for Young Canada Works in Heritage Internships..

The Rise Up Feminist Digital Archive is committed to employment equity and diversity in the workplace and encourages applicants from equity deserving groups. An applicant may wish to provide this information, on a voluntary basis.

To apply, fill out and submit the form at: <https://forms.gle/6ViTJGwkdvEkQUueA>

Interviews will take place with shortlisted candidates via Zoom the week of August 11 2025. Only applicants who are selected for an interview will be contacted.