



## YOUNG CANADA WORKS IN HERITAGE - ASSISTANT DIGITAL ARCHIVIST

**PROGRAM STREAM:** Young Canada Works in Heritage Organizations

**POSITIONS:** Two (2) full-time positions (35 hours per week) for sixteen (16) weeks at \$19.50 per hour. Before applying, please confirm your eligibility for employment in accordance with [Young Canada Works in Heritage](#) criteria.

**CONTRACT DATES:** May 5 2025 - August 22 2025

**LOCATION:** Candidates may be located anywhere in Canada. The successful applicants will work primarily from home and most meetings and communication will take place remotely. Rise Up Feminist Digital Archive is centred in Toronto so if located in Toronto, there will be the opportunity for in-person meetings and attendance at events.

### 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 and digitize original archival materials representative of diverse feminist activism and make them available to new generations of activists and scholars. These historical records have become an invaluable resource for educators, students, and researchers and emerging activists.

### ROLE AND RESPONSIBILITIES

The Assistant Digital Archivist will work as part of a team under the supervision of Rise Up Digital Archive director involved in archival collection to support Rise Up in preserving the histories of diverse feminist activism and organizations through digitizing archival materials and making them available through the Rise Up website.



### Primary Responsibilities

- Organize, scan, digitize, describe, and upload new archival materials
- Review and update the formatting and documenting of archival materials and other resources currently on the Rise Up website
- Maintain good records of work being done on new and current archival materials through all stages
- Prepare social media posts and other communications

### Special projects may include

- Developing new online thematic exhibitions of Rise Up's archival materials
- Support Rise Up's efforts to develop and integrate reconciliation principles into its archival work
- Research archival materials, educational materials, and other resources relevant to the Rise Up Archive, particularly those reflecting Black, Indigenous, People of Colour (BIPOC) and other feminist activists whose voices are underrepresented
- Other projects as discussed

### **REQUIRED SKILLS AND EXPERIENCE**

- Commitment to social justice, equity, diversity and inclusion
- Some post-secondary level education
- Good computer literacy and familiarity with Microsoft Office and Google Suite
- Effective interpersonal and team skills
- Strong writing and editing skills
- Strong organizational and time management skills
- Ability to work independently
- Ability to maintain files and records
- Fluency in English



## ASSETS

- Educational background or relevant experience in archival or library studies, information management, gender studies or a similarly related field.
- Knowledge of women's equality issues and history of the women's movement
- Experience with OCRing software
- Familiarity with Slack and Canva
- Experience with WordPress
- Ability to work in French

**DEADLINE FOR APPLICATIONS:** Friday, April 18 2025

## HOW TO APPLY:

Before submitting an application, please confirm that you meet the [YCW eligibility requirement](#) for employment.

To apply, fill out and submit the form at: <https://forms.gle/Ad3dVbjGEw4DhGrt9>

Interviews will take place with shortlisted candidates via Zoom shortly after the application deadline. Only applicants who are selected for an interview will be contacted.

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.