

Diocese of Nashville

<https://dioceseofnashville.com/job/archivist/>

Archivist

Description

SUMMARY

Administers the archives, records management program, and the electronic document management system under the direction of the Vice Chancellor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Administers the Diocesan Archives and Records Management Programs
- Administers the diocesan electronic management system
- Drafts and implements policies and procedures to administer current and archival records
- Prepares and administers the annual archives budget
- Serves as the main archives and records liaison to diocesan offices, parishes, schools, institutions, and organizations as well as to professional organizations and the general community
- Administers the diocesan records protection program including records restoration, destruction, and digitizing/microfilming vital records
- Serves as the general editor to the archives publication program
- Administers the use of archives by researchers
- Trains or provides training/educational opportunities for staff
- Serves as historian for special diocesan publications and programs

Requirements

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Master's degree (M.A., M.S.) or equivalent
- Four to ten years related experience and/or training preferred
- Or equivalent combination of education and experience

LANGUAGE SKILLS

- Ability to read, analyze, and interpret common professional, scientific and technical journals, financial reports, and legal documents
- Ability to communicate effectively, including the ability to effectively present information to top management, staff, public groups, and/or boards of directors and to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community
- Ability to prepare clear and concise archives material including policies, reports, forms, and correspondence and to write speeches and articles for publication that conform to accepted style and format
- Preference given to ability to read and interpret at least one foreign language common in area

MATHEMATICAL SKILLS

Hiring organization

Diocese of Nashville

Job Location

Nashville, TN

Date posted

June 6, 2024

Valid through

07.07.2024

To apply, visit:

<https://recruiting.paylocity.com/recruiting/jobs/Apply/2486692/Roman-Catholic-Diocese-of-Nashville/Archivist>

- Ability to administer effectively the archives budget, financial transactions, and statistical reports
- Ability to work with and apply fundamental mathematical concepts including probability, statistical analysis, percentages, ratios, and projections

REASONING SKILLS

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

CERTIFICATES, LICENSES, AND REGISTRATIONS

- Preference given to Certified Archivist (CA), and/or Certified Records Manager (CRM)