

# Diocese of Nashville

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## 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

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- 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)