

EMPLOYMENT OPPORTUNITY



JOB TITLE: Archivist	LOCATION: Remotely Atikokan, ON
START DATE: July 5, 2021	NUMBER OF WEEKS: 8
HOURS PER WEEK: 35	HOURLY WAGE: \$14.25

ABOUT THE NORTHERN ONTARIO CURLING ASSOCIATION:

The Northern Ontario Curling Association (NOCA) is recognized as the governing body for the sport of curling in Northern Ontario. NOCA aims to promote and develop curling as a recreational and competitive sport in the communities served by its member clubs and facilities.

TASKS & RESPONSIBILITIES:

- Create an inventory of physical items, documents, and stored belongings
- Destroy and dispose of unnecessary items
- Scan and digitally archive documents of legal or sentimental significance
- Solicit member organizations for digital copies of documents, photos, articles, and other items of historical significance

QUALIFICATIONS:

- Strong organizational, time management, and prioritization skills
- Works well independently
- Self-motivated
- Trustworthy
- Computer savvy

HOW TO APPLY

CONTACT: Bobby Ray (Executive Director)	EMAIL: info@curlnoc.ca
DEADLINE: June 29, 2021	PHONE: 705.499.0254

As this position is supported by the Canada Summer Jobs program, candidates must be between the ages of 15 – 30 at the start of employment; be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and be legally entitled to work according to the relevant provincial / territorial legislation and regulations.