

## Archives Research Coordinator, Summer

### Job Overview:

The Archives Research Coordinator helps uncover, preserve, and share the rich history of YWCA Edmonton. This role focuses on researching our past, discovering unique stories and artifacts, and helping ensure these pieces of our history are captured, documented, and made accessible. Working with archival collections and digital tools, the coordinator supports research, digitization, and content creation that highlights the women, moments, and movements that shaped our organization. This position plays a meaningful part in strengthening community understanding of our legacy and connecting our past to our ongoing work for equity and social change.

### About YWCA Edmonton:

YWCA Edmonton is a dynamic equity-seeking organization guided by core values such as integrity, empowerment, diversity, innovation, equity, and compassion. Our commitment lies in fostering an inclusive community enriched by trust, opportunity, and dignity for all individuals.

We provide direct support to individuals with disabilities, deliver affordable mental health services, foster youth empowerment programs, and promote environmental stewardship and outdoor education at YWCA Camp Yowochas. Additionally, our advocacy work amplifies our dedication to creating positive change.

Beyond our direct programs, we actively collaborate with over 20 equity-seeking grassroots organizations in the community. As a backbone organization, we unite to build community capacity, ensuring marginalized groups receive the support they need to thrive. This collective effort reinforces our commitment to creating an inclusive society where everyone, including disabled individuals, can reach their full potential.

YWCA Edmonton's unwavering dedication to empowerment and collaboration is the driving force behind our work, shaping a future where every individual, regardless of background, can flourish.

### Responsibilities:

- Conduct archival research through the Provincial Archives, City of Edmonton Archives, and Edmonton Public Library, with a focus on significant women and key milestones in YWCA Edmonton's history
- Identify compelling stories, historic events, and unique artifacts that help illustrate our legacy
- Gather, organize, and analyze archival materials to create content for awareness campaigns, social media, displays, or educational initiatives
- Support digitization and cataloguing efforts to preserve materials and expand access to historical collections
- Prepare materials for community events, exhibits, or internal storytelling projects that highlight our mission and impact
- Complete related tasks such as inventory updates, metadata entry, and file organization
- Work collaboratively with staff to ensure archival findings support education, advocacy, and public engagement

**Qualifications:**

- Strong research skills and comfort working with archival materials, historical records, or primary sources
- Interest in uncovering and preserving stories connected to equity, community building, and gender justice
- Familiarity with digitization practices or metadata entry is an asset (training available)
- Organized, detail oriented, self motivated, and able to work independently
- Strong communication skills and the ability to translate research into accessible content
- Ability to lift and carry boxes up to 15 kg and travel to archives as needed
- Comfortable handling confidential information
- Proficiency with digitization tools or software is an asset
- Passion for the mission and values of YWCA Edmonton
- Clear Criminal Record Check
- Between 18 and 30 years of age.

Employment Type: 37.5 hours per week

Period of Work: 8 weeks

Salary: \$16.00/hour

