



Ganaraska Region Conservation Authority Archivist (Part-time, contract)

The Ganaraska Region Conservation Authority (GRCA) is accepting applications for a part-time Archivist to assist in preserving the history of the Conservation Authority.

Location:

This position is based out of the GRCA Administrative Office in Port Hope, located on the corner of County Road 28 and Highway 401, and reports to the CAO/Secretary-Treasurer.

Qualifications:

- Degree or Diploma in Library and Information Science, Archival Studies, Museum Studies or a related field.
- Current post-secondary student or experience working in an archive, special collections library or museum setting.
- Experience with archival cataloging software / databases and basic digitization equipment and scanning.
- Strong understanding of archival theory, appraisal and preservation standards.
- Ability to stand for extended periods, bend and lift standard archival boxes weighing up to 35-40 lbs.
- The successful applicant must be able to adapt to an environment of change and work well independently as well as in a team environment while maintaining scheduled project timelines.
- Strong time management, analytical, and problem-solving skills.
- Good interpersonal skills to communicate effectively with the public orally and in writing, in a positive, courteous and respectful manner.
- Must possess a valid Ontario "G" Driver's License in good standing.

Duties:

- Review, sort, and organize unprocessed collections according to archival best practices.
- Create clear, accurate inventories, catalogue records and finding aids.
- Rehouse fragile materials using acid-free folders, boxes, and standard preservation supplies.
- Digitize photographs, documents and audiovisual materials for digital access and long-term preservation.
- Respond to internal research inquiries, ensuring materials are retrieved and handled safely.
- Input and update descriptive metadata into our archival management system (IMS).

Duration of Contract: August 2026 to December 2026

20 hours/week, Hourly from \$20 – \$25 (dependent upon experience)

Apply in writing by July 23, 2026, to:

Linda J. Laliberte, CPA, CGA, CAO/Secretary-Treasurer
2216 County Road 28, Port Hope, Ontario L1A 3V8

Email: llaliberte@grca.on.ca Fax: 905-885-9824

We thank all applicants for their interest. However, only those candidates selected for an interview will be contacted.

The Authority is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, the Authority will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you are contacted regarding this competition and you require disability related accommodations, please inform Human Resources.