



Provincial Citizenship Registry

209-2121 Airport Drive
Saskatoon, SK S7L6W5

Métis Nation – Saskatchewan (MNS) is the governing body representing Métis people who reside in Saskatchewan. MN-S works on a national level to advance Métis rights and opportunities with affiliates and departments delivering services, funding, education, housing, health programs, and registration for Métis people of Saskatchewan.

MN-S has an immediate opening for an **Archival Clerk Intern**, to be based out of the Métis Nation – Saskatchewan Provincial Citizenship Registry office in Saskatoon.

Archival Clerk:

This position will work 36 hours per week for 20 weeks under the supervision of the Director of Registry. Recognizing the seriousness and challenges of COVID-19, and adhering to public health orders, this position will likely be a combination of in-office work for orientation and training purposes, with the flexibility to transition working from home. The successful applicant will play an essential role in the development of an archival collection and records management program for the Métis Nation – Saskatchewan.

Requirements:

- Candidate must be a Canadian citizen, a permanent resident, or have refugee status in Canada, and be legally entitled to work in Canada
- Under the age of 30 years old
- Recently complete post-secondary education in History, Indigenous Studies, Archaeology, Anthropology, or related field
- Additional education obtained through archival or library technician courses and/or secretarial/administrative services training is an asset
- Experience working in an office, archives, or library environment is an asset
- Candidates must have a valid driver's license
- Ability to lift and carry, on a regular basis, boxes weighing up to 10kgs and, on a less frequent basis, boxes weighing up to 30 kgs
- Must have knowledge of common office and/or administrative procedures and protocols
- Be familiar with the function of common office equipment and Microsoft Office Suite and communication technologies such as Zoom
- Have knowledge of basic archival conservation procedures



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- Physically lift, move and/or transport heavy boxes of documents weighing up to approximately 15kg onto shelves and/or between worksites

Responsibilities:

- Assist in the preparation, planning and other duties associated with developing an archival structure and records management program
- Oversee archival procedure review and implementation
- Oversee records management program and record retention schedule
- Provide basic conservation work for archival records
- Work with the Director of Registry and Archival Clerk to determine the significance of records
- Develop a labeling system, box list and inventory database for the collection
- Appraise, inventory, or destroy individual MN-S operational and administrative files, adhering to standards set by Canada Revenue Agency, The Freedom of Information and Protection of Privacy Act, The Health Information Protection Act, and The Archives and Public Records Management Act
- Implement a storage order and program to safeguard records and to ensure they are accessible for future use
- Transport boxes from storage
- Provide regular reports on progress
- Work as part of a team and independently
- Additional duties as assigned by the Director of Registry

Interested candidates can submit a cover letter, resumé, and references by e-mail with attention to MN-S Director of Registry by 5pm on November 6, 2020. Contact:

hr@mnsregistry.ca

Candidate must create an online Young Canada Works account and complete a candidate profile to be considered for this position. To create an account with Young Canada Works, visit: <https://young-canada-works.canada.ca/Account/Login>