



Job Description - Archives Assistant

January 2023

Title: PAOC Archives Assistant

Terms of Employment: Part-time, 2 Days a week at the Mississauga Office

Department: Fellowship Services

Supervisor: PAOC Archivist

Department Description:

The PAOC archives exists to acquire, organize, preserve, and make available many different types of records that document the activities of this more than a century-old religious organization. As of 2023, PAOC consists of 1,050 churches, over 3,700 qualified leaders (including 400 overseas personnel), as well as several post-secondary educational institutions.

Work Description:

The archives assistant provides clerical support to the PAOC archivist through a wide variety of activities including but not limited to printing, copying, sorting, organizing, filing and scanning records, labelling and re-enclosing archival materials, and assisting with the fulfilment of client information requests. Special research projects may be assigned as well.

Qualifications:

The archives assistant position requires an individual who loves working with information, is happy working on their own throughout the day, and is good with detailed information and precise performance requirements. A significant part of the work involves filing.

The position requires flexibility and stamina as it involves removing document cases from shelves in order to file information, and returning them to their place. In some cases the use of a light warehouse step-ladder on wheels is required.

As an employer, we are a special interest organization that serves people of a specific religious community therefore a strong commitment to Christian Faith and service is required.

The PAOC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Application Process:

Email your cover letter and resume to archives@paoc.org by March 1, 2023. Please address the cover letter as noted below.

Attn: Jim Craig

PAOC Archives

The Pentecostal Assemblies of Canada

International Office

2450 Milltower Court

Mississauga, ON, L5N 5Z6

E-mail: archives@paoc.org

Only those applicants whose skills and experience best align with the job description and position will be contacted.