



Archives Municipal Records Intern –
Young Canada Works Position (6 months)
30 hours/week

MONOVA: Museum and Archives of North Vancouver is seeking an energetic, conscientious individual to provide assistance at the Archives for a period of six months (30hrs/week).

The Museum and Archives of North Vancouver (MONOVA) is a hybrid archives which preserves and makes accessible the selected public records of the City of North Vancouver (CNV) and District of North Vancouver (DNV) as well as the private records of individuals, businesses, and organizations on the North Shore.

Through CNV (and DNV) bylaw, MONOVA is responsible for providing access to the City's permanent records once they reach final disposition and become part of the holdings. Providing knowledge of, and access to, these records is an important component of open and accountable municipal government.

The position: The Archives Municipal Records Intern will assist with a variety of archives management activities and outreach activities, including creating Rules for Archival Description (RAD) compliant record descriptions, and participating in public speaking events.

Qualifications: The successful applicant will have completed one year of university or college program related to archives management. Knowledge of archives principles and practices, including proper care and handling of archival materials in all formats is required. Other qualifications include an interest in museum and cultural heritage work, ability to lift 20 lbs. and walk up and down stairs, effective interpersonal skills, and excellent written and spoken English language skills.

This position is funded, in part, by the Young Canada Works and Heritage Organisations grant. Candidates must be registered on the Young Canada Works website and meet the following eligibility criteria to be considered for the position:

- be a Canadian citizen or a permanent resident or have refugee status in Canada;
- be legally entitled to work in Canada;
- be between 16 and 30 years of age at the start of employment;
- be registered in the YCW online candidate inventory;
- be willing commit to commit to the full duration of the work assignment; and
- not have another full-time job during the YCW work assignment.

Salary: \$21.69 per hour (PG10-1, 2021 rate) plus 12% in lieu of benefits (non-union)
Start Date: 2024-07-02 to 2024-12-16 (26 weeks)
Schedule: 30 hrs/week

Please submit cv and cover letter by **17th May 2024** to monovahr@monova.ca specifying "Archives Municipal Record Intern" and your name in the subject line. The cover letter should provide concrete examples that illustrate how they meet the education and experience aspects listed in the Desired Experience, Qualifications and Skills.

MONOVA believes that the benefit of an inclusive approach enhances creativity, diversity, and innovation, and will build a workforce representative and reflective of the communities we serve. We are committed to developing a work environment and recruitment process that are inclusive and barrier-free. Please advise if accommodation measures must be taken to enable you to apply and be assessed in a fair and equitable way.

We thank all applicants for their interest. Only those selected for interview will be contacted.