

**Archivist**  
**The Province of St. Joseph of the Capuchin Order - Detroit**

*Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.*

The Province of St. Joseph of the Capuchin Order, is currently seeking a Province Archivist who would be responsible for organizing, preserving, and protecting the records, which pertain to the origin, history, spirit, life and growth of the Province of St. Joseph. The Province Archivist is responsible for the acquisition, assessment, processing and reference, preservation, records management, planning, budget preparation and management, security, and retrieval systems, as well as related community outreach.

**Essential Duties include:**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Establishes and maintains policies and procedures for professional administration of the Archives
- Plans and implements the annual goals, objectives and budget for Archives
- Digitizes archival collections for easier access
- Applies professional archival and records management practices for the use and management of the archival collections
- Works with province staff and friars to create and maintain an archives component of the Provincial website
- Ensures that the archives' finding tool, technology and software are up to date
- Responds to requests from provincial leadership and others
- Applies best-practice standards for receiving, accessioning, cataloguing, storing and displaying items of historical value pertaining to the life and mission of the Province of St. Joseph
- Oversees environmental protection of archival materials, including storage systems, temperature and humidity levels, security and conservation procedures
- Oversees development of exhibits, including research, text, exhibit design and installation
- Recruits, trains and oversees volunteers and other staff as applicable

**Qualifications:** Minimum of 3 years (5 preferred) working in archival work at a management level. Bachelor's degree in relevant field required. Knowledge and experience in records management, research systems management, cataloguing, and preservation standards relative to archival work. Experience in a non-profit environment highly preferred.

The Review of resumes will begin immediately. Please send letter of interest and resume to: [employment@thecapuchins.org](mailto:employment@thecapuchins.org) Please include "Province Archivist" in the subject line.

Or mail to:  
Attention: Human Resources  
Province Archivist  
The Province of St. Joseph of the Capuchin Order  
1820 Mt. Elliott Street  
Detroit, MI 48207