



**Sisters of Mercy of the Americas
Mercy Archives
720 Heritage Center Pl
Belmont, North Carolina 28012**

JOB DESCRIPTION

June 1, 2022

JOB TITLE: Archivist
DEPARTMENT: Mercy Archives
REPORTS TO: Director, Mercy Archives
FLSA Status: Exempt

JOB PURPOSE: Mercy Archives preserves, relates and promotes the Sisters of Mercy of the Americas through professional archival, library, heritage, and records management practices. This full-time position will be an integral part of the Mercy Archives team, and will actively collect, document, preserve and promote Community, organizational, life, and ministry records to tell comprehensively and consistently the story of Mercy. This role engages in outreach, education, and accessibility creation activities to connect users and stakeholders, including reference and research services, exhibitions, heritage displays, and other activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Follows professional archival best practices to ensure appropriate acquisition, arrangement, description, preservation, and use of materials in the Mercy Archives.
- Assists with the development collections by actively collecting, receiving, appraising, and incorporating records and other materials transferred or donated to the Mercy Archives, according to the established Collections policy.
- Provide expertise to support community members, associates and companions, staff, historically sponsored and co-sponsored ministries, volunteers and interns across the Institute responsible for local collections management, ensuring the continued preservation of material related to the story of Mercy.
- Coordinates with the former local and regional Communities regarding the orderly transfer of records, artifacts, and heritage as appropriate to the Archives.
- Participate in professional activities of religious and other archival groups.
- Participate in the creation, maintenance, and execution of programming, including exhibitions and heritage displays among others, to educate audiences on the history and legacy of Mercy. Advocates for the Archives function and how it contributes to the ongoing vibrancy of the community provides expertise and support for internal and external reference requests, as well as historical and heritage research as needed.



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- Actively participate in activities to make more visible and build upon multiculturalism and internationality initiatives reflected in the Mercy history and culture.
- Some travel may be required.
- Other duties as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Accomplishes all tasks appropriately assigned or requested.

QUALIFICATIONS:

Education, Competencies and Experience

To perform the job successfully, an individual should have the following education, competencies, and experience:

Required

- Master's degree in Public History, or an ALA-accredited MLIS degree along with formal course work in archives administration or other archival training or experience.
- At least two years practical experience applying professional archival principles and practices such as creating finding aids, evaluating materials for historical value, describing, arranging, and preserving materials.
- Ability to maintain professional confidentiality when working with sensitive non-public documents.
- Knowledge and appreciation of the demands and requirements of research, and the ability to recognize and evaluate the historical value of documents, records, and artifacts.
- Experience conducting reference and research services using archival materials.
- Ability to build relationships and work both independently and collaboratively, proactively, and constructively.
- Knowledge of the application of digital technologies in archives, as well as computer proficiency with Microsoft applications.
- Excellent oral, interpersonal, and written communication skills.
- Ability to relate to broad and diverse audiences.
- Ability to manage varying duties and priorities while meeting deadlines.



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Preferred

- Understanding and appreciation of the traditions and culture associated with the Sisters of Mercy of the Americas and religious life.
- Subject-area knowledge related to women's history, religious history both in the United States and across the world.
- Familiarity with database management, metadata, and authority control.
- Certified Archivist or intent to work towards certification.
- Experience handling rare and fragile materials.
- Knowledge of organizational social media initiatives and activities.
- Experience in training and supervising interns and volunteers.
- English/Spanish bilingual communication and comprehension skills.

AMERICANS WITH DISABILITY SPECIFICATIONS

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to use hands to handle objects, to stand, walk, sit, speak, hear and see.
- The employee may be required to push/pull and carry up to 30 pounds up to 20% of the time.
- The employee may be required to travel from time to time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing this job, the employee will be primarily in an office environment.

This job description should not be construed to imply that these requirements are the exclusive standards of this position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.