

Employment Opportunity – Summer Student

Job Title – Archivist, Eastern Marine Legion Branch 161

The Royal Canadian Legion Eastern Marine Branch 161 located in Gaetz Brook, NS, has an opening for 7 week archiving job.

Duties

The archiving job will involve:

- Selecting and scanning documents with historical or legal significance
- Creating and maintaining a database of documents and files
- Packing original documents for either destruction or retention
- Office organization and inventory of physical assets
- Other clerical or administrative duties as required

Duration

The employment opportunity will last seven weeks at 38 hours per week from Monday July 8th 2019 to August 23th 2019, for a total of 266 hours.

Remuneration

Wages will be paid in accordance with the Minimum Wage in effect at the time for the Province of Nova Scotia (currently \$11.55 per hour) less mandatory payroll deductions.

Hours of work

It is expected that all work will be conducted Monday through Friday during daytime hours, although there may be some flexibility in determining the final work schedule.

Work location

All work is to be performed at the Eastern Marine Branch of the Royal Canadian Legion located at 6644 Highway 7 in Gaetz Brook, NS.

Who can apply

This position is funded by Canada Summer Jobs and applicants must be Canadian Citizens between the ages of 15 and 30. Preference will be given to full time post-secondary students with plans to continue their education in the fall who reside in the district covered by the Gaetz Brook Legion (Ross Road to Musquodoboit Harbour and surrounding communities).

Key competencies

- Working knowledge of Microsoft Office and experience with Excel.
- Ability to operate general office equipment including a scanner
- Must be mature and capable of working without supervision
- Ability to plan and organize
- This position will involve the lifting and carrying of boxes of documents that may weigh up to 15-20 Kgs.

Applying

Applicants wishing to be considered for this position are required to submit their resume with a covering letter to the attention of the Branch President, Andy Day. This can be done by:

- Email to info@legion161.ca
- Personal delivery to the branch at 6644 Highway 7, Gaetz Brook
- Mail to Eastern Marine Legion, 6644 Highway 7, Gaetz Brook, NS, B0J 1N0

Applications will be accepted until 6 pm on May 31st 2019. Late applications will not be opened.

Selected applicants will be contacted no later than June 10th and asked to provide the names and contact information of 2 references that are able to speak to the character, academic standing, and employment attributes of the applicant. Selected applicants will also be invited to a personal interview with the hiring committee.

All other applicants will not be contacted.

Eastern Marine Branch 161 aims to be an equal opportunity employer.

Applicants seeking additional information are to send an email to the President at info@legion161.ca.