

JOB OFFER: COORDINATOR

The Héritage Sutton Historical Society is looking for someone who can coordinate the project "Word of the Elders" whose goal is the preservation and presentation of the story transmitted orally by the seniors of Sutton and the adjacent area. Place of work: Sutton.

The position is for anyone who is motivated, creative, dynamic, comfortable with seniors and with computer tools, with a great deal of autonomy and very good organizational ability.

DESCRIPTION OF THE TASK

Under the authority of the persons designated by the project advisory committee, the selected person will be responsible for acting as the advisory committee secretary and for coordinating the entire project. More specifically, he or she will:

- Assemble the resources for the transcription, digitization and indexing of the approximate 100 interviews already completed;
- Set up new story collection activities to enrich this oral history fund, identify appropriate working tools, plan volunteer training for this purpose;
- Organize consultations to propose ways to highlight the collected testimonies and ensure their accessibility.

REQUIREMENTS

- Diploma of Collegial Studies.
- Proficiency in spoken French and English; mastery of the written language of one of these two languages.
- Mastery of Office Pro software suite.
- Ability to manage multiple files at the same time.
- Ability to work in a team.
- Have a vehicle.

WORKING CONDITIONS

- Flexible schedule of 3 days/week for a period of one year (from May 15, 2018 to April 30, 2019), renewable for another year. Possibility to increase these hours of work during the mandate and telecommuting for part of the task. May have to travel for short periods for training purposes.
- Salary according to the candidate's experience and the policies of the organization.

FOR MORE INFORMATION OR TO APPLY:

Send your resumé and a short letter of interest to <mailto:heritagesutton@gmail.com>