



Family History Society of Newfoundland and Labrador

The Family History Society of Newfoundland & Labrador has been awarded a Canada Summer Jobs grant and is looking for an Office Clerk for 8 weeks over the summer. The successful candidate will be a motivated self-starter who can work independently and has lots of initiative. Though an interest in Newfoundland & Labrador genealogy and history is preferred, it is not essential. Candidate should be comfortable dealing with the public and is able to engage positively with researchers. The role entails office administrative work, assisting researchers with using the Society's research materials, and working with the collections themselves completing tasks such as data entry, scanning, data extraction, data conversion, and cataloguing.

The successful candidate must meet CSJ eligibility requirements (i.e. be between 15 and 30 years old on the start date of the job; have a valid Social Insurance Number (SIN); and be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada). The job is posted on the Government of Canada Job Bank:
<https://www.jobbank.gc.ca/jobsearch/jobpostingcsj/49253759?source=searchresults>.

Please apply by sending your resume to fhs@fhsnl.ca.