

Student Employment Opportunity at St. Luke Cedar Hill

3821 Cedar Hill Cross Road, Victoria

F/T – Cemetery Research Assistant

July 2 - August 23, 2019

\$15.00 / hr.

Do you like working with databases? Do you enjoy researching family history? Do you like writing articles based on your historical research? Would you like to use your research skills in a summer job?

If you answered yes to these questions, St. Luke's Anglican Church is looking for you. We want to hire a young person who can help us with our database work and research into the history of St. Luke's cemetery.

As part of this experience, we will offer you a work opportunity that will support your long-term career goals to work in the area of history, anthropology, archaeology, or archives management. We hope that this position will offer students of history, anthropology, archaeology, and archives management practical applications of what they have been studying through conducting research and entering information into applicable databases.

Description

- Research into the family history of people buried in St. Luke's cemetery.
- Inputting data and photographs into the cemetery Access database
- Writing articles for St. Luke's parish magazine regarding people who are buried in St. Luke's cemetery.
- Organizing St. Luke's Archives
- Organizing St. Luke's library
- Could include field research in St. Luke's cemetery, Diocesan archives, and BC archives.
- Could include working to tidy the cemetery, weeding, removal of invasive species, and cleaning monuments.

Qualifications

- Experience using Access or a similar database.
- Research experience as demonstrated through applicable courses.
- Familiarity with the Anglican Church of Canada would be an asset.

Competencies

- Strong interpersonal and communication skills.
- Proficiency working in a Windows/Microsoft environment.
- Flexible, well organized, and detail-oriented, with the ability to manage multiple priorities.
- A motivated self-starter, capable of working independently as well as within a team.
- Able to set and maintain personal and professional boundaries.

Employment Requirements

- Must be between the ages of 15 and 30 years at the start of employment.
- Preference will be given to post-secondary students with a background in history, anthropology, archaeology, archives management, or database management.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Must be legally entitled to work in Canada in accordance with British Columbia legislation and regulations.
- Have a current Criminal Record Check.

To Apply: Please forward a cover letter and resume to:

Barb Prescott by e-mail to: **communications@stlukecedarhill.ca**
Please put position title in the subject line of your email.

Applications will be reviewed upon receipt.
Only applicants who are selected for an interview will be contacted.

Application deadline is Monday, June 17th.