

Project Title: Brethren Historical Library and Archives (BHLA) #2021
Job Title: Archival Assistant

Job Description:

1. Accession and process archival records.
2. File archival materials (newsletters, pamphlets, excess periodicals, etc.) and items generated as part of the administration of BHLA (letters, memos, forms).
3. Keyboard inventories, forms, and filing aids; letters and memos (from dictation); and articles and reviews (from manuscript and dictation).
4. Help with responses to research requests (mail, email, telephone, and on-site).
5. Fill requests for items distributed by BHLA.

Minimum requirements:

1. Skills & abilities: Typing from manuscript and dictation (experience keyboarding with WordPerfect 10 is helpful but not required); filing in file cabinets and boxes; detail oriented.
2. Education: High school (college would be a plus but is not required).
3. Physical requirements: Lift boxes weighing up to 40 lbs.
4. Interest in Brethren history and research (helpful, but not required).

Description of Project:

BHLA is the official repository for the Church of the Brethren publications and records. We are located at the denominational headquarters in Elgin, IL. We provide reference services as well as collecting, organizing, and preserving materials. Researchers come to BHLA to locate information, and we respond to reference requests from General Board employees, from members of Brethren congregations, and from college, university, and seminary faculty members in the United States and foreign countries. Requests cover such areas as Brethren beliefs and practices, history, and genealogy. Work at BHLA is never dull for anyone interested in the history and programs of the Church of the Brethren. The archival assistant position will provide an opportunity to explore library and archival work. Since Elgin is a suburb of Chicago, there are many cultural and entertainment possibilities.

Housing for Volunteer:

BVS House- a house for volunteers working at the Elgin office. Community living- will have own room, share a bathroom, and general living space.

Additional factors:

We offer a six month term for older adults.