



ARCHIVAL INTERN OPENING

Brethren Historical Library and Archives
Church of the Brethren



Archival Internship Program: The purpose of the program is to develop interest in vocations related to archives and libraries and/or Brethren history. The program will provide the intern with work assignments in the Brethren Historical Library and Archives (BHLA) and with opportunities to develop professional contacts.

Work assignments will include processing archival materials, writing descriptive inventories, preparing books for cataloging, responding to reference requests, and assisting researchers in the library. Professional contacts may include attending archival and library conferences and workshops, visits to libraries and archives in the Chicago area, and participation in a Brethren Historical Committee meeting.

Brethren Historical Library and Archives: BHLA is an official repository for Church of the Brethren publications and records. The collection consists of over 10,000 volumes, over 3,500 linear feet of manuscripts and records, over 40,000 photographs, plus videos, films, DVDs, and recordings. BHLA is located at the Church of the Brethren General Offices in Elgin, Illinois.

Term of Service: One Year, beginning June 2023 (preferred)

Compensation: Housing, stipend of \$550 every two weeks, and health insurance.

Requirements:

- Completed undergraduate degree
- Interest in history and/or library and archival work
- Willingness to work with detail
- Computer skills (Microsoft Word, Excel, Internet Searches)
- Ability to lift 30 lb. boxes
- Full COVID-19 vaccination is a condition of the internship

Application: Interested candidates please submit your resume to COBApply@brethren.org

Office of Human Resources
Church of the Brethren
1451 Dundee Avenue
Elgin, IL 60120
1-800-323-8039, x367

All submissions must be completed by **April 1, 2023**.

If you have any questions, please contact Director of BHLA Jen Houser at brethrenarchives@brethren.org.