

## **Administrative Assistant, Mennonite Heritage Archives**

Full-Time, Permanent, 1.0 Full-Time Equivalent (FTE)

As the Administrative Assistant, you play a vital role in supporting the daily operations and long-term goals of the Mennonite Heritage Archives. In this position, you serve as the first point of contact for visitors and researchers and handle all inquiries and communication. Ensuring the efficient functioning of archival operations, you play an integral role in preserving and promoting Mennonite heritage and institutional history.

### **KEY AREAS OF RESPONSIBILITY**

- Provide administrative support to the Archives.
- Respond to student, staff/faculty, visitor, and researcher inquiries via in-person, phone, and email.
- Act as the first person of contact for visitors.
- Supervise student employees and volunteers.
- Be familiar with general aspects of CMU departments, Mennonite Church Canada, Centre for Transnational Mennonite Studies; as well as Mennonite Historical organizations and other Mennonite denominations across Canada, both past and present.
- Appropriately handle confidential documents.
- Plan and coordinate events outside of regular office hours.
- Process self-generated and donated income (book and art sales, donations).
- Prepare bulk mailings for Archives
- Collect, process, preserve, and make accessible one of a kind, historical documents including congregational records, serials and periodicals.
- Create, edit, and manage content for both the Archives website, social media platforms, and newsletters.
  - Assist in arrangement, description, and digitization of archival collections.
- Other duties as assigned.

### **WORKING CONDITIONS**

This position works with standard office equipment and requires the ability to sit and/or stand for extended periods of time while performing duties. The Administrative Assistant will also experience occasional lifting of up to 50lbs as required.

### **WHAT YOU OFFER**

- A commitment to the Christian faith, the church, and the mission of CMU, Mennonite Church Canada, and Centre for Transnational Mennonite Studies.
- Undergraduate degree; a combination of relevant experience and/or education may be considered.
- Experience working in an administrative capacity.
- Demonstrate proficiency in Office 365 with the aptitude to learn additional computer skills.
- Archival training will be considered an asset.
- Excellent customer service skills with a pleasant and professional manner.
- Possess good communication and relational skills.
- Strong organizational, analytical, and problem-solving skills.
- Ability to work independently without direct supervision.
- Willingness to adapt to new tasks and responsibilities.

- Ability to manage multiple tasks and to efficiently switch between tasks.
- Archival training will be considered an asset.
- Working knowledge of German a definite asset.

#### **WHAT WE OFFER**

- Extended Health, Dental, & Vision Benefits
- Employer Matched Defined-Contribution Pension Plan
- Comprehensive Paid Time Off
- Tuition Scholarship Benefit Program for eligible employees and dependents
- Employee and Family Assistance Program
- Free Meal Program

#### **HOW TO APPLY**

We want to learn more about you! Please submit your cover letter and resume to [hrdirector@cmu.ca](mailto:hrdirector@cmu.ca). We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**Closing Date:** Open until filled.

*Canadian Mennonite University is committed to employment equity while ensuring our recruitment process is barrier free. Applications are encouraged from members of equity-seeking communities including women, Indigenous people, racialized people, people with disabilities, and people of all sexual orientations and genders.*

*If accommodations are needed, please send your request to [hrdirector@cmu.ca](mailto:hrdirector@cmu.ca).*