



## **The National Native American Boarding School Healing Coalition**

**Title: Digital Archives Assistant**

Job Type: Full-Time, Exempt

Location: Minneapolis, MN

The National Native American Boarding School Healing Coalition (NABS), leading the movement for truth, healing, and justice for U.S. Indian boarding school survivors and descendants, is seeking to expand our passionate staff team. Are you a social justice warrior? Do you long to see positive change for Native communities? Are you passionate about healing from trauma caused by U.S. Indian Boarding School policies and practices? NABS employees bring the expertise, commitment and compassion required to be agents of change in a fast-paced, high impact environment.

### **About Us**

NABS is a growing 501(c)3 non-profit organization committed to truth, healing, and justice for Indigenous communities. Our VISION is “Indigenous cultural sovereignty,” and our MISSION is “To lead in the pursuit of understanding and addressing the ongoing trauma created by the US Indian Boarding School policy.”

NABS as an organization was conceptualized at a grassroots level during a national symposium in 2011 which included leaders of the Canadian Truth and Reconciliation Commission and boarding school survivors and descendants across the U.S. The Native American Rights Fund was our fiscal sponsor from 2012-2015. In 2019, we completed a 10-year strategic plan for 2020-2030. Currently, our work is focused on making great strides in education, advocacy, and healing. We hold the only national conference on boarding school healing in the country. With a growing staff and a board that is 100% Native American, the Coalition membership is comprised of over 350 Native and non-Native individuals, Tribes, and Native and non-Native organizations committed to boarding school healing. Visit [www.boardingschoolhealing.org](http://www.boardingschoolhealing.org) to learn more about the Coalition.

### **Position Description**

The Digital Archives Assistant joins a highly dedicated team creating the first ever National Indian Boarding School Digital Archives (NIBSDA). Reporting to the Director of Digital Archives, the Digital Archives Assistant is highly motivated and task-oriented in seeking truth, justice and healing for our relatives impacted by US Indian Boarding Schools through the collection, preservation and sharing of NIBSDA.

The Digital Archives Assistant contributes to NABS keeping the most complete historical documentation of US boarding schools and their impacts. They will use their proficiency in research, archives, communication, networking, and writing skills to further NABS’s digital archives which support NABS’s other programs around education, advocacy, and healing to accomplish the Coalition’s mission.

### **What You Will Do**

The Digital Archives Assistant

- Works closely with the Director of Digital Archives for planning, executing, and reporting of the digital archives.
- Contributes to the active survey of boarding school relevant records throughout the U.S. and keeps accurate, concise, and intelligible inventories.
  - Surveys and locates, remotely and in-person, Indian Boarding School records collections throughout the U.S. Ability to travel required.
- Assists in archival records scanning objectives which may involve travel to various repositories throughout the U.S.
- Creates and develops user guides, creates finding aids, archives resource guides, research pathfinders, and



other associated reference materials to be made available in-person or online.

- Supports accessioning activities by completing accurate and concise accession records and accession logging.
- Contributes to archival processing, cataloging, uploading workflows of boarding school relevant records within the NIBSDA system.
  - Reviewing digital collections and authoring—in Microsoft Excel—descriptive metadata for boarding school records using institutional best practices and cataloging conventions.
  - Administers metadata transformation using mass editing software for csv ingest into the NIBSDA system.
  - Data entry, running OCR software, quality control checks of digital surrogates, filenaming, maintaining a directory of materials, and other associated processing workflows.
- Attends, contributes, and note takes at meetings relevant to the strategic growth of digital archives program. Follows up on and conducts research associated digital archives action items involved in team meetings or project partner meetings.
- Assists in coordination of archives entries and requests by staff, researchers, research associates, and the public, as well as responding to archives information inquiries and requests.
  - Researching and responding to copyright, ownership issues, and other clearance measures.
  - Providing scans of images and documents as needed using appropriate digital and metadata standards.
  - Assists in facilitating archives use in public programs.
- Presents and communicates NABS digital archives program projects in various settings including but not limited to community events, professional conferences, and Tribal/Federal/State venues.
- Provides reference research assistance to NIBSDA related collections and responds to archives information inquiries and requests in a timely manner.
- Assists in training and coaching opportunities with interns, students, and volunteers.
- Complying with archival policies and procedures
- Other relevant duties as assigned.

### ***What You Will Bring***

- M.A. or M.L.I.S. in Archives, Library Science, Museum Studies, or related field with formal training in archives management and preservation or commensurate experience.
- Two years of Archives or related experience required.
- Experience with professional archives management software, records management, and environmental monitoring applications.
- Knowledge of archives preservation requirements, storage needs, registration procedures for archives, and care and handling of physical archival material.
- Knowledge of cataloging according to recognized archives standards (DACS, EAD, Dublin Core).
- Knowledge of information management concepts such as controlled vocabularies, authority control, metadata schema, data curation in order to facilitate discoverability, access, and usability of digital collections.
- Up-to-date knowledge of professional standards and trends of archival science.
- Familiarity with legal requirements related to archives (e.g. privacy law; copyright; etc.) and experience in compliance with same.
- Familiarity with collections management documentation such as accession records, deeds of gift, transfer agreements, and other documentation associated with collections control files.
- Knowledge of and ability to articulate American Indian and Alaskan Native Boarding School history, legacy, and impacts of the schools on Native Americans today. Some experience working with Native



communities.

- Expert-level computer skills, mastery of MS Office, especially Word and Excel, and basic Adobe software.
- Familiarity with Open Refine or other data transformation software.
- Strong interpersonal communication skills with the ability to present and share ideas effectively.
- Ability to read and analyze typescript and long-hand cursive from historical documents.
- Demonstrated professional writing and communication skills (we may ask for writing samples).
- Thorough attention to detail, ability to follow complex instructions, and ability to work on a self-directed basis and maintain strong lines of communication with supervisor.
- Must be available to work occasional nights and weekends and travel 10% of the time, depending on programmatic activities at various times of the year.
- Commitment to social change and justice for boarding school survivors and descendants.

### **Compensation, Benefits and Work Environment**

Compensation is commensurate with experience. Benefits include health, dental, vision, life, and disability insurance, and a 401(k) match up to 4% of salary. NABS is an Equal Opportunity Employer.

Currently, NABS is following a hybrid model with staff working from home and in the office as we are observing local, state, Tribal, and federal regulations for public safety during the COVID-19 pandemic. Work locations may change moving forward.

### **Application Process**

**All applications will be received via email. No phone calls or snail mail.**

Applications must include the following **all in one** PDF or Word file:

- Cover letter
- Resume/Curriculum Vitae
- Salary history
- Three professional references w/email and phone number

**E-mail applications to:**

[jblevins@nabshc.org](mailto:jblevins@nabshc.org)

**Subject Line:** Last Name, Archives

**The position is open until filled.  
Interested candidates are  
encouraged to apply at their  
earliest opportunity.**