



The National Native American Boarding School Healing Coalition

Title: Digital Archives Specialist

Job Type: Full-time, exempt

Location: Remote, occasional travel

Salary: \$60,000

Deadline to Apply: April 15, 2024

Job Summary

The Digital Archives Specialist joins a highly dedicated team contributing to the first ever National Indian Boarding School Digital Archive (NIBSDA). Reporting to the Director of Digital Archives, the ideal candidate is highly motivated, organized, and task-oriented in meeting deadlines. The role requires a background in archival work with an understanding of recognized archival standards. This is a full-time remote position with occasional travel for professional conferences and supporting document scanning initiatives.

About Us

NABS is boldly leading the movement for truth, justice and healing for Indigenous peoples impacted by U.S. Indian boarding schools. We are Indigenous led with 100% of the Board of Directors and Officers being Native American and Alaska Native.

- We are a coalition of 1,200 members and growing, including Tribal Nations, Tribal enrolled individuals, allies, and organizations.
- We use our coalition voice to educate others about the truth of the Indian boarding school policies, experiences, and genocidal legacy.
- We expose the truth about Indian boarding schools through research and education.
- We lead action towards justice and healing for our children, families, and communities.
- We advocate for accountability through policy change at all levels, including the call for a federal Truth and Healing Commission on Indian boarding schools.
- We make resources available to raise awareness and support healing from the intergenerational trauma Native peoples continue to experience.
- We are publicly launching the National Indian Boarding School Digital Archive (NIBSDA) this year, a first-of-its-kind Digital Asset Management System capable of organizing and displaying historical boarding school records and materials for every identified boarding school institution.

Digital Archives Specialist

What you will do:

- Produce catalog record entries consisting of authored original descriptive metadata for digitized records of U.S. Indian boarding schools with priority focus on describing 120,000 pages of material sourced from 8 National Archives and Records Administration facilities.
- Determine archival processing, cataloging, uploading workflows of boarding school relevant records within the NIBSDA system.
- Review and analyze digital collections and author descriptive metadata for boarding school records using institutional best practices and cataloging conventions (in Microsoft Excel).
- Produce and maintain comprehensive inventories of boarding school relevant archival collections located throughout the United States at various repositories (i.e. academic institutions, historical societies, libraries, etc.) and identified by proactively surveying online catalogs and interfacing with source repository staff.
- Give critical input that leads to the development of long-term strategic plans on completing container

list generation; digital archives program growth; sourcing student case files; minimizing duplication of effort across partners contributors work scope.

- Provides reference research assistance to NIBSDA related collections and responds to archives information inquiries and requests from NIBSDA users in a timely manner.
- Establish 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.
- Coordinate archive entries and requests by staff, researchers, research associates, and the public, and respond to archive information inquiries and requests.
- 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.
- Team with the Director of Digital Archives for planning, executing, guidance, and reporting of the cataloged and surveyed products and digital archives.
- Complete accurate and concise accession records and accession logging.
- Lead training and coaching opportunities with interns, students, and volunteers.
- Complying with archival policies and procedures.
- Other relevant duties as assigned.

What You Bring

Must Haves

- Two years of Archives or related experience required, recent experience preferred.
- 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).
 - Advanced computer skills, mastery of MS Office, especially Word and Excel, and basic Adobe software.
 - Knowledge of information management concepts such as controlled vocabularies, authority control, metadata schema, data curation to facilitate discoverability, access, and usability of digital collections.
 - Familiarity with Open Refine or other data transformation software.
 - Familiarity with legal requirements related to archives (e.g. privacy law; copyright; etc.) and experience in compliance with the same.
- Ability to read and analyze typescript and long-hand cursive from historical documents.

Nice to Haves

- A B.A., M.A., or M.L.I.S. or equivalent experience in Archives, Library Science, Museum Studies, or related field.
- Knowledge of the Native American and Alaska Native boarding school history, legacy, and impacts and familiarity with and work experience in Native American communities.
- Experience working remotely with proven time management skills and ability to work collaboratively with a team in multiple locations.
- 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.

To thrive in this role, candidates will bring innovation and new ideas. We are looking for candidates who are clear communicators, adaptable, reliable, socially and emotionally intelligent, inquisitive learners and are collaboratively oriented, while being able to work independently.

COMPENSATION AND BENEFITS

This position is salaried at \$60,000 annually. Benefits include health, dental, vision, life, and disability insurance with full premiums paid by NABS for the employee and 75% paid by NABS for dependents/partner, a 401(k) match up to 4% of salary, and paid family leave for qualifying events. Employees earn four weeks of paid time off each year and get paid winter break the last two weeks of December.

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The successful candidate will work with a dynamic team committed to Native communities. We strongly encourage applications from Native peoples with experience working with Native communities.

WORK ENVIRONMENT

- This position is 40 hours a week with heavy computer use.
- Current staff are in Pacific, Mountain, Central, and Eastern time zones, keeping 9 am to 5 pm hours in their respective time zones. Some flexibility required.
- This position is remote with occasional travel covered by NABS to national conferences and scanning sites.

HOW TO APPLY

Applications will be reviewed on a rolling basis, priority will be given to those applications received by April 15, 2024. Please email your application as one PDF to Chiyomi McKibbin at Chiyomi@movementtalent.org with “NABS Digital Archives Specialist” in the subject line.

Applications must include the following in one PDF:

- Cover letter (no more than 1 page) answering the following questions:
 - Why are you interested in this position?
 - What values or lived experiences do you have that connect to our mission?
 - What is the best advice you’ve ever received?
- Resume or Curriculum Vitae
- Three professional references with titles, emails, phone numbers, and relationship

NABS is an Equal Opportunity Employer committed to a work environment free of all forms of discrimination, harassment, and violence. All employment and contracting decisions are based on merit, competence, performance, and organizational needs. NABS prioritizes work to empower and include people from Indigenous communities who have been impacted by U.S. Indian Boarding School policies. We are proud of our collaborative and wellness-focused culture where all people feel safe to bring their whole selves. Our culture attracts top talent with shared values that form the foundation of a great work environment!