



The National Native American Boarding School Healing Coalition

Position Title: Scanning Technician

Job Type: Temporary, FT

Location: Denver, Colorado

Hourly Pay: \$29.00

Dates: August 21 - October 18, 2024

Applications Due By: July 16, 2024

Position Summary

The National Native American Boarding School Healing Coalition (NABS) is seeking two qualified Scanning Technicians to complete scanning of historical documents for our National Indian Boarding School Digital Archive (NIBSDA). Reporting to the Director of Digital Archives or the Interim Digital Archives Manager, the Technicians will operate scanning equipment to scan boarding school documents housed at the National Archives (NARA) in Denver, Colorado. These positions start in Denver, Colorado, on August 21st and continue through September 16th. Lodging, transportation, and travel per diem will be provided while in Colorado. The candidates will then return home and continue to assist with cataloging materials remotely, with a completion date of October 18, 2024. The ideal candidates are 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 temporary position with opportunities to participate in future digitization 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.

Scanning Technician Position

What You Will Do

- Operate scanning equipment and software according to digital imaging standards
- Follow standards for the proper care and handling of physical archival material
- Conduct quality control checks to ensure record content within margins is captured
- Provide basic data entry in Microsoft Excel to ensure that original order and fonts are retained in the digitization process

- Follow storage procedures to backup digital content
- Review and analyze digital collections and author descriptive metadata for boarding school records using institutional best practices and cataloging conventions (in Microsoft Excel)
- Comply with archival policies and procedures
- Other relevant duties as assigned

The Scanning Technicians will be provided training on implementing institutional standards, and best practices for image scanning and describing archival collections held in the NIBSDA.

What You Bring

We are looking for candidates who are clear communicators, adaptable, reliable, socially and emotionally intelligent, inquisitive learners, and collaboratively oriented while being able to work independently. The ideal candidates will bring:

- Preferably, 2 or more years of post-secondary education or equivalent years of related experience in library information sciences, archival management, history, social sciences, anthropology, indigenous/ethnic studies, or a related field.
- Proficient computer skills, especially in Microsoft Word & Excel.
- Exceptional organization skills and an aptitude for complex analytical and detailed work.
- Ability to work independently, manage time, and meet deadlines.
- Experience with, or ability to learn, digital imaging equipment and software operation and digital collections processing.
- Familiarity with and work experience in Native American communities.
- Knowledge of the Native American and Alaska Native boarding school history, legacy, and impacts.

Compensation, and Work Environment

Compensation is \$29.00/hour. This is a temporary position with no paid benefits. Work requires availability for a schedule of 8 hours a day Monday through Friday on site at the National Archives in Denver. Lodging, transportation, and travel per diem will be provided.

How to Apply

Applications will be reviewed on a rolling basis, priority will be given to those applications received by July 16, 2024, by 4pm ET. Submit your application via the Movement Talent Opportunity Board application portal:

<https://recruitcrm.io/apply/17195902230870060944cvn>

Applications must include the following as PDF:

- Cover letter (no more than 1 page) addressing 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

As attention to detail is critical in this role, only applicants who follow these specific application instructions will be considered.

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 organization 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!