FEMMES AUTOCHTONES DU QUÉBEC INC.
QUEBEC NATIVE WOMEN INC.

SUMMER JOB FOR A STUDENT

HISTORY ARCHIVIST

SUMMARY: In keeping with the mission and values of QNW, the History Archivist takes care of Quebec Native Women's (QNW) archives, which includes documentation accumulated over more than 50 years. The archivist will be responsible for collecting, classifying, cataloguing and preserving these documents in order to centralize them in a single space, in compliance with professional archival conservation standards.

IMMEDIATE SUPERVISOR: Executive Director (ED)

LOCATION: Office work in Kahnawake

START DATE: June 8, 2026

HIRING PRIORITY: First Nations

TASKS (SUMMARY LIST OF THE FUNCTION)

- Analyze and organize existing archives based on structured methods and standards;
- Examine textual, iconographic, cartographic, architectural and electronic documents, films and videos, as well as sound recordings and multimedia documents;
- Recommend software for the management, dissemination and conservation of archives;
- Identify the types of documents (historical, legal or administrative);
- Classify archives according to their historical, legal or administrative value;
- Oversee the restoration of documents;
- Integrate restored documents into the archives;
- Implement tools for efficient cataloging and retrieval of archives and records;
- Propose procedures for the preservation and management of records and archives;
- Perform any related tasks, as required by the organization.

REQUIRED QUALIFICATIONS

- DES completed;
- DEC or BAC in a relevant field in progress;
- Fluency in French and English, both oral and written, for report writing;
- Proficiency in Microsoft Office suite and other relevant software;
- Ability to work in a team and independently when required.

ASSETS

- Knowledge of an indigenous language;
- Training, experience or knowledge related to the use of artificial intelligence for archives;
- Knowledge of professional standards of archival preservation;
- Knowledge of the reality of Indigenous communities.

SALARY : $18.25 / hour

POSITION STATUS AND LENGTH OF REGULAR WORK WEEK: Temporary position (summer employment) of 12 weeks – 32 hours per week

TO APPLY

Send your CV with a cover letter to:

postesprojets@faq-qnw.org

Deadline: May 25, 2026 at 5:00 p.m.

* Feminine adjectives used to lighten the text but includes anyone interested in this position.

QNW is committed to providing an inclusive, equitable, and bias-free workplace, and encourages applications from Indigenous people, visible minorities, and members of the 2SLGBTQIA+ communities.

Quebec Native Women thanks all those interested; only those selected for an interview will be contacted.