



Global **Minnesota**®

Connect. Inform. Engage.

Volunteer Archivist

About Global Minnesota: Global Minnesota is a nonpartisan, nonprofit organization working to advance international understanding and engagement. With over 450 activities each year, volunteer support is critical to helping our small staff drive this mission forward as we look to reach tens of thousands of people in the coming year. From World Affairs Events and Professional Exchanges to K-12 Education and grassroots Discussion Groups, there are numerous ways to lend your time and skills to support Global Minnesota.

Title: Volunteer Archivist

Location: Global Minnesota office, 1901 University Ave SE, Minneapolis

Purpose: Global Minnesota seeks an experienced archivist or historical records manager who can review Global Minnesota's historical records and materials and propose an archival system to manage, preserve and organize the organization's rich history. Through careful review and systematic organization of numerous photos, documents and other materials, the Volunteer Archivist will help safeguard the organization's legacy and ensure that valuable information is accessible, especially in preparation for the 75th anniversary. This vital work contributes to the continuity of our mission, preserving stories and documents that highlight the organization's impact and growth over the years.

Key Responsibilities:

- To review, assess and evaluate various historical materials;
- To use your knowledge of archiving processes to recommend a system for a comprehensive, user friendly archive, encompassing both digital and physical materials;
- To work in conjunction with staff to establish the archive system, including guidelines and protocols.
- To work independently and with other volunteers and staff to implement the archive system through sorting, organizing, listing, filing, etc.
- To help identify and pull relevant historical information that may be used during the 75th anniversary.

Skills & Qualifications:

- Professional archival experience and understanding of archival best practices and standards
- An interest in preserving and promoting social and cultural heritage
- Strong organizational skills and attention to detail to accurately catalogue, preserve, and maintain records and archival materials
- Ability to work on own initiative and as part of a team
- Reliable and trustworthy
- Ability to commit to the values, vision and mission of Global Minnesota

Time Commitment: Would prefer a two month commitment, but can be flexible; looking for 3-6 hours per week, preferably on Tuesday, Wednesday or Thursday, between 9.00am to 5.00pm.

All volunteers will be asked to read, sign, and comply with the organization's values, policies, and procedures.

More about Global Minnesota: www.globalminnesota.org.