

Marketing &
Communication

Volunteer

Location:

Oakland

Position Title: Archives Volunteer

Supports: Marketing and Communication

Position Summary: As Catholic Charities East Bay prepares to celebrate 90 years of service in Alameda and Contra Costa Counties, we seek a volunteer archivist to help us preserve important, historically significant photos, documents and records and to coordinate educational and public outreach efforts to celebrate the history of Catholic Charities. A great opportunity for someone wanting to give back and interested in the rich history of social service provided by Catholic Charities from the Depression through the Pandemic.

Essential Responsibilities:

- Inventory, document, and organize photos, documents, and materials in a manner that preserves and protects, yet enable appropriate access.
- Research history to fill in gaps
- Recommend and curate historical displays
- Create presentations that celebrate the history of Catholic Charities

Success Metrics:

- Organized, protected, accessible library of archival materials
- Use of archival materials to create opportunities to make history come alive
- Timely production

Core Skills:

- Methodical with attention to detail
- Good communication skills and in interest in history and the management of information..
- Good teamwork and interest in collaboration

Requirements:

- Must complete a Live Scan background check, paid for by Catholic Charities.
- Must complete a brief online training in recognizing and reporting abuse.
- Must volunteer at least 6 hours per month for at least 3 months. We'll work together to determine an appropriate schedule.

Agency Culture: We are committed to maintaining a diverse and inclusive environment where all individuals are treated with respect and dignity. We do not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation, national origin, age, disability, or genetic information. Our policies, practices, and decisions reflect this commitment to equal opportunity and non-discrimination in all aspects of our operations.

When you volunteer, you are doing good for others and the community,

and that will provide you with a natural sense of accomplishment,

and it will also give you a sense of pride.