

Strawberry Creek Meeting Archivist

Purpose

The Archivist has primary responsibility for maintaining a reliable internet-based electronic archive for Strawberry Creek Meeting. This archive will contain important meeting documents, which are deposited through an established process and once archived, are available to the Meeting independent of any single individual. The repository should be clearly organized, easily maintained, appropriately secure, and easily and broadly searchable, while requiring a minimum of technical knowledge by those entitled to access it.

Term length

Because this position benefits from acquired technical expertise and experience, when possible it is desirable that this position be filled by the same person for an extended time, hopefully at least two years. This position therefore has no automatic end date.

Desirable Qualifications

The Archivist should be comfortable using internet-based programs, and willing to learn the Meeting's software as needed.

Responsibilities

The Archivist should be helpful to those attempting to retrieve documents, and willing to assist in the archiving of documents to be deposited into the repository. If there are costs associated with maintaining the internet-based repository, the Archivist should facilitate Meeting payments when due.