



THE DIOCESE OF
HOUMA  THIBODAUX

FULL -TIME POSITION AVAILABLE

Archivist, Office of Historical Research & Archives

The Diocese of Houma-Thibodaux seeks to employ a full-time **Archivist** for the Office of Historical Research & Archives. The Archivist administers the archives, records management program, and the electronic document management system under the direction of the Chief Operating Officer or the Chancellor.

ESSENTIAL DUTIES INCLUDE:

- Implementation and administration of the diocesan archives and records management programs
- Implementation and administration of the diocesan electronic document management system
- Drafts and implements policies and procedures to administer current and archival
- Prepares and administers the annual archives budget
- Serves as the main archives and records liaison to diocesan offices, parishes, schools, institutions, and organizations as well as to professional organizations and the general community
- Implementation and administration of the diocesan records protection program including records restoration, destruction, and digitizing/microfilming vital records
- Serves as general editor to the archives publication program
- Administers the use of archives by researchers
- Trains or provides training/educational opportunities for staff
- Serves as historian for special diocesan publications and programs

REQUIREMENTS:

- Master's degree (M.A., M.S.) or equivalent;
- Four to ten years related experience and/or training
- Or equivalent combination of education and experience
- Preference given to Certified Archivist (CA), and/or Certified Records Manager (CRM)
- Successfully complete and keep current Safe Environment Training, which includes criminal background check

For consideration, please submit a cover letter, including salary requirements, and a resume to hr@htdiocese.org. (Subject line Archivist).

Applications are now being accepted until position is filled.

The Diocese of Houma-Thibodaux is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, religion, sex, national origin, age, disability, veteran status, genetic information of any other basis prohibited by applicable law.*

**The Diocese, in its sole discretion, reserves the right to require "practicing Catholic" to be a qualification for a position.*