



Diocesan Archivist Roman Catholic Diocese of St. Paul, Alberta

About the Community

Nestled in the centre of the northeast region of Alberta, this small, welcoming community offers an exceptional quality of life for those who value space, connection, and purpose. Residents enjoy affordable living, short commutes and stunning prairie landscapes, and a strong sense of belonging rooted in parish and community life. With access to outdoor recreation year-round and a slower, more reflective pace, it is an ideal setting for an archivist seeking meaningful work and a genuine contribution to the preservation of Catholic heritage.

About the Diocese of St. Paul

The Diocese of Saint Paul in Alberta, a Latin Rite Church and suffragan of the Archdiocese of Edmonton, was canonically erected 17 July 1948 with St. Paul Cathedral as its seat. Its roots trace back to the *St. Paul des Métis* colony, founded in 1896 by Father Albert Lacombe and Father Joseph-Adeodat Therien as a self-sufficient Métis settlement supported by the Sisters of the Assumption. Centred around the St. Paul Industrial Boarding School and a sawmill, the colony struggled financially and was abandoned after a fire in 1909. Today, the diocese encompasses approximately 100,000 Catholics across 17 parishes and 25 missions including 10 First Nations and 4 Metis communities encompassing 226,716 square kilometres (87,569 sq. mi).

Position Overview

The Diocese invites applications for an experienced Archivist to lead a comprehensive appraisal, arrangement and description and modernization of its archival holdings. This is a contract position designed to establish professional standards and lay the foundation for a sustainable diocesan archives program. The successful candidate will bring a balance of technical skills, initiative, and respect for the pastoral and historical traditions of the Church and Canadian archival descriptive standard.

The Diocese undertook a successful program August, which involved a team-based, on-site intervention to establish initial control and organization of the archives.

The Archivist will:

- Continue the work of the Northeastern Alberta Archives Stabilization Program.
- Recommend and implement improved storage and preservation methods.
- Appraise, arrange and describe the collection.
- Collaborate with diocesan leadership on access, confidentiality, and legal obligations.

Qualifications



- Master of Archival Studies, Master of Information with a concentration in Archives, or Master of Library and Information with a concentration in Archives. This job may be considered for educational equivalency.
- Minimum four years' experience working in a professional archive's environment (ecclesiastical, public, or academic). A combination of equivalent education and experience will be considered.
- Demonstrated understanding of archival principles, arrangement and description, and preservation.
- Familiarity with digital collections management systems (e.g., Access, AtoM).
- Strong organizational, analytical, and communication skills.
- Strong data entry skills and proficiency in Microsoft and Google Suite applications.
- Ability to work both independently and collaboratively in a small-team environment.
- Sensitivity to the mission, values, and structures of the Catholic Church. Knowledge of the Catholic faith is an asset but not essential.
- Strong interpersonal, written, and oral communication skills.
- Knowledge of French is an asset.
- Ability to work independently and to assume responsibility for assigned tasks and associated decision making, and deadlines.
- Valid driver's license and access to a reliable vehicle.
- Criminal records check that is less than 6 months old at time of hire.

Contract Details

- Term: 3 years with potential for extension depending on funding and outcomes.
- Location: Villa Maria Pastoral Centre 4609 50 Av. St. Paul, AB.
- Compensation: Commensurate with qualifications and experience.

Application Process

Interested candidates are invited to submit a cover letter, resume, and contact information for two professional references. Applications will be reviewed as received, with the position remaining open until filled. Please submit documents to hr@dostp.ca