

Job Title: Project Archivist

Time Type: Part time

Duration Type: Grant Period

Wage: Based on Experience, \$22 - \$29 per hour

Work Location: Union Baptist Church,
405 Seventh Street W., Cincinnati, Ohio 45203

Searchable Job Family: Library, Archives

Total # of Hours to be Worked per Week: 24

Position Focus

The Union Foundation seeks applicants to fill the position of Project Archivist with the Union Baptist and United Colored American Cemeteries Archive in Cincinnati, Ohio. This is a unique opportunity for a certified or degreed archivist to handle and organize thousands of original documents from the 19th and 20th centuries. Materials represented in this collection include textual cemetery and death records for three historic Black cemeteries. Please note, this is a living collection which remains accessible to constituents and does not exist in an official shop. This six month hybrid position is grant funded and estimated to begin March, 2026, and will require at least three days a week on site.

The Project Archivist will report to The Union Foundation trustees while working independently to survey, appraise, preserve, arrange, and describe records and archival collection from the item level to the collection level. This position will be responsible for writing a collection description as well as creating and encoding finding aids according to national and local standards. The Project archivist is expected to create and manage volunteer work to support this initiative with support from The Union Foundation trustees.

The Union Foundation has a goal of developing this 19th Century collection into a world-class digital, educational, research, and genealogical resource for the public. The Union Foundation will rely on the Project Archivist to collaboratively create a project plan with the Trustees and provide weekly progress reports, plus give professional recommendations on the management of the collection.

The Union Foundation is committed to hiring practices that reflect a diverse, equitable, accessible, and inclusive working environment. We invite applications from candidates who have a proven commitment or demonstrated success with supporting diversity and inclusion through their work, service, research, and past experiences.

Preferred Education and Experience:

- Master's degree from an ALA-accredited library school or equivalent accredited degree, with formal training in archival theory and practice.
- Two years' experience with textual and digital processing preferred.
- Ability to work independently as well as with volunteer committees.
- Knowledge of current standards related to the archival control of collection materials.
- Demonstrated knowledge of archival theory and practice may be substituted for formal training.
- Familiarity with Microsoft 365

This is a limited term position, with funding expiring in September of 2026. Applications will be accepted until Friday, March 6, 2026 at midnight. Review of applicants will begin shortly thereafter, with a position start date as soon as possible. Please send cover letter with resume or CV to: UnionBaptistCemeteriesCinci@gmail.com.