

Job Posting Form

Date Posted: February 15, 2012

Send Resume To: Sr. Mary Lou Lafferty, OSF
P.O. Box W,
St. Bonaventure, NY 14778

Type of Employment: Summer Part-Time Full-Time

Job Title of Open Position: Congregational Archivist

Salary: Commensurate upon experience/education

Employer: Franciscan Sisters of Allegany, NY Department Generalate

Location Address: P.O. Box W, St. Bonaventure, NY 14778

Brief Job Description

Collect, process and make available the records and historical manuscripts of the Franciscan Sisters of Allegany.

Qualifications: Required Education/Experience

- Professional archival training and/or equivalent experience.

Desired Skills

- Above average writing and computer skills. Must be a self-starter and be open to new and creative techniques.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than March 15, 2012