



The Catholic Delegation for Cooperation (DCC) is looking for a volunteer for the Latin Patriarchate of Jerusalem for the job post; **Archivist** – In the framework of a French-based International Solidarity Volunteer (VSI), the recruitment process is entirely handled by the DCC. This full-time mission (1 year renewable) will take place under the direct supervision of the historical archive Director at the HQ offices in Jerusalem.

General Overview:

The Historical Archive is the depository of the historical documents of the Latin Church in the Diocese of Jerusalem since the re-establishment of the Latin Patriarchate of Jerusalem in 1847.

As part of launching of a project to digitalize the archives of the Latin Patriarchate, its Historical Archive Department is opening a new volunteer position to work on the preparation and organization of the collections. This large-scale project aims to share and educate the local population about their heritage and Christian identity.

Responsibilities and tasks:

1. Categorize / Classify documents and photos.
 - Sort and identify relevant documents.
 - Reference essential data from relevant documents.
 - Index references in an archive index (both in Excel format and electronically)
 - Scan related documents.
2. Enhance and upgrade the existing database.
 - Ensure the consistency of the archives.
 - Contact other archive services to complete the documentation.
3. Conservation
 - Ensure the final and proper processing and conservation of documents.
 - Maintain historical indexes and directories.
4. Communication
 - Contribute to the promotion of the documentary collection.
 - Upload documents relevant to the life of the diocese.
5. Perform other related duties as assigned by supervisor.

Requirements:

- Degree in archiving, history, or any other related field.
- With previous work experience.
- Proficient in MS. Office, and Adobe Software.
- Proficient in at least two of the following languages: French, Arabic, English, Italian.

Competencies:

- Interest in archiving, documentation techniques and history.
- Church oriented and familiar with the Holy Land.
- Organized, responsible, dependable, and thorough.
- Able to work effectively both independently and as part of a team.
- Capable to work in a multi-cultural environment.
- Integrity and strong identification with LPJ Core Values.

All applications will be handed in strict confidentiality. A cover letter along with a curriculum vitae should be submitted in French or English on the DCC website <https://ladcc.org/deposer-sa-candidature/> or by email at: candidatures@ladcc.org