

Archival & Operations Student

Operations | Contract | Location: Vancouver



The Role:

This is an exciting opportunity to explore and preserve Arthritis Society Canada's rich history through the review of archival records, including written materials, historical artefacts, and digitized content.

Working under the guidance of the Director, National Planned Giving, the successful candidate will support the organization and preservation of digital files through proper labeling, cataloguing, and storage. They will also assess and categorize physical artefacts, making recommendations for appropriate storage and conservation to ensure the long-term protection of our archival legacy.

Additionally, this role will support the Vancouver office and team through a range of operational and administrative duties, including occasional monitoring of the parking lot to assist on-site staff, patients, and visitors.



What We Do:

Arthritis Society Canada is on a mission to fight the fire of arthritis with the fire of research, innovation, advocacy and information and support. That's because arthritis robs six million Canadians of their mobility, mental and physical well-being, and in some cases, their livelihood. It is Canada's most common chronic condition, and there is no cure.



Why Join Us:

A career with us is more than just a job. It's an opportunity to use your talents to push back against the devastation of arthritis. Fighting the fire of arthritis gives meaning to our work, incites collective action and drives us to excellence in all we do. Our bold and ambitious strategic plan, Accelerating Impact, is propelling our work to create transformational change. We are a united, transformative and impactful culture, and we will empower you to be successful in your role and build your career. We are honored to be 3-time Canada's Most Admired™ Corporate Cultures award winners, and proud to be accredited under Imagine Canada's Standards Program.



Our Western Canada Team:

Our Western Canada team is made up of talented fundraising professionals across major giving, planned giving, events, and annual giving. Together, they work closely with our community of generous, loyal donors to turn shared visions, passions, and interests into meaningful impact in the fight against arthritis. As a nationwide charity with local impact, donations from these individuals make a difference for people living with arthritis in every province.



Key Accountabilities:

Historical Archiving (50%)

- Review archives of written materials, historical artefacts and digitized materials.
- Organize, label and save digitized materials.
- Categorize physical artefacts, ensuring they are appropriately packaged and housed for maximum conservation.

General Administration & Operations (50%)

- Handle a wide range of general operational and administrative duties, including ordering office supplies, maintaining inventory, coordinating couriers, preparing postage reports, and managing incoming and outgoing mail. Additional responsibilities include photocopying, scanning, supporting meeting logistics, maintaining organized office systems, and providing general administrative support to the team as needed.
- Occasional monitoring of the parking lot to support on-site staff, patients and visitors.



Qualifications, Experience & Skills:

- Passion for, and preferably experience in, handling archives and/or special collections. Completed coursework in history, preservation or digital collections a strong asset.
- Excellent ability to prioritize, organize, and multi-task. Strong attention to detail. Highly motivated and results oriented.
- Technologically savvy, with proficiency in Microsoft Office. Working knowledge of, and experience with scanning software and hardware an asset.
- Excellent oral and written communication skills. Ability to follow direction well and follow up as required.
- Proven track record of professionalism when dealing with internal and external clients. High level of diplomacy and discretion.



Working Conditions:

- This is a 10-week contract of employment estimated to start May 2026 and end August 2026. As a part-time role, this will involve working twenty-one (21) hours over three (3) days per week, scheduled between Monday and Friday inclusive.
- This position is designated to our Vancouver office. This means you will be based out of our Vancouver office located at 895 West 10th Avenue, Vancouver, BC V5Z 1L7.
- The pay rate for this position is \$18.25 per hour.



Some Highlights of What we Offer:

- **Performance Rewards:** Pay for performance incentive program.
- **Health & Wellness:** Extended healthcare benefits (including dental, vision, prescription drugs & disability coverage), choice of healthcare spending account and/or healthy living account*, and virtual 24/7 healthcare access*.
- **Time-Away Programs:** Vacation (at least 3 weeks), personal days, holiday closure & summer hours.

- **Ways of Working:** Working with us doesn't have to mean working in an office to have an impact. Our dedication to enabling you to flourish means that you can have choice and flexibility in where you work and live, subject to the needs of your role, the people you serve and our requirements. We have a hybrid working model, with home and office-based options available. We will always list a primary location which will be where you go for in-person teamwork.
- **Retirement Planning:** DCPP* whereby you contribute 4% of earnings & we match this with 5%, and a convenient reduced-fees Group RRSP* scheme.

*Asterisked offerings are not applicable to contracts



Apply Now:

This job posting is for an existing vacancy. If you are interested in, and qualified for, this exciting opportunity, please submit a cover letter and resume to SSilver@arthritis.ca by April 17, 2026 at 5:00 pm PDT. As an innovative organization that embraces technology to enable smarter ways of working, we may leverage AI in certain early stages of our applicant screening process, however all final selection decisions are made by our hiring team. We thank all applicants for their expression of interest, however only those selected for an interview will be contacted.

Interested in a different role or know someone that would be a great fit for our team? We are creating an organization that is an exceptional place to work and volunteer. You are encouraged to visit our official careers site at www.arthritis.ca/careers where you can view all our current job opportunities across Canada, and learn more about why you should join our team to help extinguish arthritis for good!