



Position: Graduate Student Archival Internship.

Location: Remote

Paid Internship: \$17 an hour.

Duration: Minimum of 40 hours, a maximum of 104 hours.

The Paulist Fathers:

Located in the West Side of Manhattan near Lincoln Center, The Missionary Society of St. Paul the Apostle ("The Paulist Fathers") is a community of Catholic priests who share the Gospel of Jesus Christ through mission preaching, media, campus ministries, parishes, downtown centers, the arts and more. The Office of Paulist Archives collects, preserves, and makes available for research the official historical records of the Missionary Society of St. Paul the Apostle, the first community of Catholic priests founded in the United States. The collections span the 165-year history of the Paulist Fathers both in the United States and abroad. Records include: Paulist Foundations, Ministries, records of individual Paulists, and photographs.

Internship Summary:

The intern will work with the Assistant Archivists to transcribe the writings of Paulist Founder, Servant of God Isaac Thomas Hecker. They will also work on item level metadata for the collection. The intern will meet with the Assistant Archivists for regularly via Zoom.

Qualifications:

1. Applicant must be a current student in an ALA-accredited program with an interest in working in an archival setting.
2. Detail-oriented individual with excellent organizational skills.
3. Familiarity with Microsoft Office Suite.
4. Familiarity with Google's Suite of programs.
5. Familiarity with Zoom.
6. Ability to work independently and collaboratively in a professional setting.

Due to the intern's access to confidential information, all interns are expected to sign a confidentiality agreement prior to beginning their internship.

To apply:

Please send resume and cover letter via email: archives@paulist.org

The Missionary Society of St. Paul the Apostle is an equal opportunity employer.

No phone calls please.