THEM DAYS

We want YOU!

Are you interested in history and culture? Have you ever wanted to work at a magazine? Or are you intrigued by archives? Them Days is the place for you! We are a charitable organization dedicated to protecting, preserving and promoting Labrador history and heritage, and we are inviting resumes from youth (ages 15-30 inclusive) with a good work ethic. Applicants will have to meet the requirements under the Canada Summer Jobs intitiative or the provincial summer student job programs, whichever program funds the position(s).

Positions: Social Media Community Manager, Editorial Assistant, Archival Assistant

Duties for these jobs include (but are not limited to):

Editorial Assistant
- conducting oral history interviews with seniors & transcribe the interviews
- making 2022 calendar
- locating photos in archive for use in magazine and calendar, edit for layout
- fact-checking & proofreading
- planning editorial calendar for the upcoming year
- blogging

Social Media Community Manager
- writing blog entries
- sharing archival items and other information with our followers on social media
- creating new digital content (photos and videos) for social media
- communicating with followers online
- Youth who can speak and/or write in Innu-aimun or Inuttut preferred

Archival Assistant
- digitzing archival material
- uploading archival material to online repository
- data entry
- cataloguing new material
- detective work: put together clues to identify archival photos

Qualifications:
- Enthusiasm and willingness to learn
- Experience with any related tasks an asset
- Strong computer literacy
- Organizational skills
- Attention to detail
- Creativity
- Ability to work independently and with a team

NOTE: To be eligible for Canada Summer Jobs positions, you must be between 15 and 30 years of age on the start date of the job. You also must be a Canadian citizen, a permanent resident, or a refugee under the Immigration and Refugee Protection Act. You must also be legally entitled to work according to relevant provincial legislation and regulations.

Wages: $13.00-$16.00/hr, 35 hours/week **Apply by:** Sunday, May 9, 2021

Please send your resume to:

Them Days
P.O. Box 939, Stn. B
Happy Valley-Goose Bay, NL A0P 1E0

Fax: (709) 896-4970

E-mail: themdays@themdays.com

We thank all those who apply; however, only those selected for an interview will be contacted.