

**THEM**

**DAYS**

# NOW HIRING

Them Days Incorporated, a not-for-profit registered charity, is inviting applications for the position of Office/Archive Assistant. We are looking for a flexible and hard-working individual who is eager to help Them Days thrive by applying their skills to our archives, magazine, and office, wherever help may be needed.

**Duties will include:**

- Bookkeeping
- Retail sales
- Inventory control and management
- Subscription records and management
- Coordination of meetings
- Proposal development
- Fundraising
- Maintaining archival records
- Assisting with research requests
- Cataloguing archival acquisitions
- Digitizing archival media
- Data entry
- Filing
- General office duties

**You have:**

- Interest in protecting and promoting Labrador's history and heritage
- Working knowledge of Sage software or bookkeeping skills
- Experience working in an archive or library, or in filing documents
- Organizational skills
- Friendliness with customers
- Ability to work with minimal supervision, and/or in a team
- Cultural sensitivity and knowledge of Labrador's Indigenous cultures
- Willingness to learn any of the skills/qualifications you don't yet have

**Salary:** \$20-25hr. The position is a full-time job (35 hours/week), but accommodations can be made for a shorter workweek if desired by candidate.

**Closing date:** Thursday, October 3, 2024

**Please send your resume and cover letter to:**

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

**Fax:** (709) 896-4970

**E-mail:** [editor@themdays.com](mailto:editor@themdays.com)

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