VANCOUVER
CHINATOWN
FOUNDATION
華埠基金

Position Title: Archives Assistant (12-Month Contract)
Reporting Relationship: Archivist
Location: Vancouver, BC

Main Purpose

The Vancouver Chinatown Foundation and Chinatown Storytelling Centre are seeking a highly organized and detail-oriented Archives Assistant to support the digitization, organization, and documentation of archival materials. This 12-month temporary position plays a key role in advancing ongoing archival and digital preservation projects. The role ensures efficient and accurate management of archival records, liaises with donors and material owners, and supports internal teams in maintaining high-quality archival workflows.

Role Overview

Reporting to Archivist, the Archives Assistant supports archival and digitization projects by processing, organizing, and managing digital and physical materials. The role includes liaising with donors and material owners regarding loans or donations, maintaining records, ensuring proper metadata entry, and assisting with quality control. By supporting accurate digitization workflows and archival standards, the Archives Assistant contributes to the preservation and accessibility of the Foundation's and Centre's archival collections.

Responsibilities

- Digitize archival materials using scanners, cameras, and related hardware following established standards and workflows.
- Process and organize digital files, including OCR (optical Characters recognition) renaming, metadata entry, and file management.
- Maintain accurate records of digitized materials with the printed version(s) to ensure proper tracking and retrieval.
- Perform quality control checks to ensure accuracy, clarity, and completeness of digitized materials.
- Conduct data entry for archival records in content management systems or databases.
- Support the safe handling and basic care of archival documents, photographs, and artefacts.
- Liaise with owners of archival materials regarding loans, donations, and documentation requirements.
- Coordinate with internal teams across the Foundation and Centre to support smooth project execution and file transfers.
- Assist with other archive-related tasks as assigned.

Qualifications

- Ability to operate digitization hardware and software including scanners and imaging tools; training will be provided.
- Proficiency in MS Office (Word, Excel) and Adobe Acrobat and Photoshop.
- Successfully completed coursework (including descriptive and subject cataloguing) in Library or Archival Studies.
- Strong interpersonal and communication skills for interacting with donors, community members, and internal teams.
- Highly organized with careful attention to detail, particularly in filing and naming digital assets.
- Self-directed with the ability to manage time effectively, maintain quality standards, and audit work independently.
- Ability to work collaboratively within a multi-department environment.
- Chinese language ability is considered an asset.

What We Offer

- Full benefits package
- Competitive salary
- Meaningful work with social purpose
- Supportive, collaborative work environment
- Opportunities for professional development
- A diverse workplace in the heart of historic Chinatown

About the Vancouver Chinatown Foundation

The Vancouver Chinatown Foundation is a registered charity founded in 2011 to honor a community and culture established in Vancouver over 100 years ago. We are dedicated to building a resilient and sustainable community by promoting well-being and preserving Chinatown's irreplaceable cultural heritage. Our vision is a vibrant, prosperous, and sustainable Chinatown where people live, work, and play.

To apply, please submit a cover letter and resume to **careers@chinatownfoundation.org**. We are committed to equal employment opportunities for all qualified applicants.

Salary: $ 44,000
Hours: Full-time, Monday–Friday, 9 AM–5 PM