



Position Title: Project Archivist

The Newark-based Ironbound Community Corporation seeks to contract with a part-time archivist for a temporary project to coordinate the organization, processing and use of ICC archival materials, and to advise the institution on the overall management of its archives.

Founded in 1969, Ironbound Community Corporation's (ICC's) mission is to engage and empower individuals, families, and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community

In its work, ICC impacts the lives of Ironbound residents both at the individual and community levels. Whether it's preparing children for Kindergarten and life-long success with high quality early childhood education, or negotiating land use with industry and government, ICC's priority is to support the people of the Ironbound with the services, resources, and opportunities they need, want and deserve. With four program locations throughout the Ironbound, families have access to a full range of ICC services and initiatives

Mission of the ICC Archives

To preserve and provide access to Ironbound Community Corporation's historical records and to connect multiple audiences to ICC's history of engaging and empowering individuals, families, and groups in order to inspire efforts to create a just, vibrant and sustainable community.

Vision of the ICC Archives

Using digital and physical documents and materials, the ICC Archives will engage a wide range of users interested in learning about, researching and advancing the 50- plus years of ICC's work. Guided by its advisory board of professional organizers, archivists and historians, the archive is responsive to the needs of the ICC and the communities it serves. It collects, preserves, and organizes relevant material and develops robust public programming to help guide and inspire communities, near and far, to develop their individual and collective power to create meaningful social change.

Project Archivist reports to: ICC CEO

Project Archivist works closely with: ICC Archives Committee This is a group of 7 to 10 professionals comprising librarians, archivists, historians, the present and two former executive directors and staff of the Ironbound Community Corporation, marketing and fundraising professionals. The group conducted an initial survey of the materials in the collections and created a three-year plan for the ICC Archives. The group meets monthly and will provide oversight and consultative supervision to the Project Archivist.

ADMINISTRATION
317 Elm Street
Newark, NJ 07105
973-465-0555

EARLY LEARNING CENTER
1 New York Avenue
Newark, NJ 07105
973-589-6873

**FAMILY SUCCESS CENTER-
WEST**
317 Elm Street
Newark, NJ 07105
973-465-0555

COMMUNITY CENTER
432 Lafayette Street
Newark, NJ 07105
973-465-0947

**FAMILY SUCCESS CENTER-
EAST**
29 Cortland Street
Newark, NJ 07105
973-344-5949

PROGRAMS & SERVICES
*Early Head Start
Pre School
After School
Summer Arts & Recreation
Family Services
Economic Empowerment
Adult Education
Essex County College
-Ironbound Extension Center
Environmental Justice
Community Development
Community Gardens
Down Bottom Farms*

**www.ironboundcc.org
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The Project:

- To survey the ICC Archives collections and make recommendations to the organization about how to prioritize, organize, secure, process and make accessible the 50 years of ICC history represented in the collection. The inaugural collection comprises hundreds of boxes of materials, in addition to photographs, films and videotapes and other artifacts.
- To propose policies and procedures for accessioning and de-accessioning materials and artifacts;
- To work with the ICC Archives Committee to modify the plan to reflect current realities;
- To propose a project team structure to move forward in the most effective and cost-effective way—and to supervise any team members;
- To organize and process the collection; and
- To advise ICC on archival best practices and stewardship.

The Project Archivist will set up an archival system and exercise primary control for the storage, retrieval, and retention of materials and artifacts in the collections. They will provide oversight of archival external service providers, including interaction with off-site facilities for data storage and retrieval. The Archivist will recall and provide requested archival information and develop a disaster recovery plans for ensuring back-up of records in archived boxes.

Qualifications:

- Masters Degree in library science, archives management or history, and/or demonstrated work experience in a professional archival capacity and knowledge of archival principles, practices and techniques
- Experience or expertise in organizing collections, digitizing archival materials, metadata creation, and digital asset management
- Familiarity with Newark and/or the Ironbound section of Newark a plus
- Interest in community development organizations and organizing—the subject matter of the Archives
- Possess strong oral and written communications skills
- Able to work autonomously and to prioritize daily tasks and responsibilities effectively
- Strong attention to detail
- Working knowledge of Spanish and/or Portuguese a plus
- Must be able to lift at least 25 pounds

Position Conditions:

This is a part time, temporary position that will be treated as a contract relationship and has no benefits. The expectation is that the Project Archivist will work 20 to 25 hours per week at the ICC administrative offices on Elm Street in Newark.

The ICC has strict COVID protocols. The work environment will be safe and socially distanced. Some of the collection is currently being stored in a nearby storage facility. The initial contract will be for a twelve-month period, with a review after 3 months. It is expected that the project will be ongoing for several years, however, that is dependent upon funding.

Application Process

If interested, please send an email and your resume to: josephdellafave8@gmail.com to request an initial telephone interview. Subject line: Archivist position. The goal is to engage the Project Archivist so that she/he/they can begin working in April 2024.

We are willing to work with the right candidate, days/hours are flexible.