



## **Summer Employment Opportunity: Archive Assistant**

Application Deadline – May 3, 2026

Please note that we will review resumes as they are received and will offer the positions as soon as suitable candidates are found.

Plast Toronto is seeking to hire one (1) **Archive Assistant** to help us organize, catalogue, and safely store archival materials. This job is funded by the Government of Canada through the Canada Summer Jobs program.

### **To be eligible, candidates:**

- must be between 15 and 30 years of age at the start of employment
- must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act\*
- must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- should have an interest in a career in historical research, library sciences

*\*International students and those on CUAET visas are not eligible.*

**Duties:** Working under the supervision of the Membership & Operations Manager, the Archive Assistant will:

- Assist in processing and storage of archive materials at Plast Toronto Branch
- Assist in developing inventories, forms and finding aids
- Implement and update classification plans and records scheduling and disposal plans
- Apply standards and policies for storage of records and archival materials
- Codify and classify archival materials
- Scan and digitally store archival materials
- Transfer materials from current to semi-current status or put into permanent storage
- Purge, sort, reduce and sample archives
- Research and retrieve archival materials
- Ensure that proper procedures are followed in the use of computerized document management systems.

**Requirements:**

- Effective communication skills (written and oral) in Ukrainian and English
- Excellent organizational skills and attention to detail are a must.
- Knowledge of Word, Excel; ability to operate scanners and other office equipment; candidate must provide own laptop
- Demonstrated ability to work independently and collaboratively as part of a team
- Knowledge of Plast programs or scouting
- Previous experience in research or archives is an asset

**Term and working hours:** 8-10 weeks at 35 hrs per week. Generally, Monday to Friday during office hours.

**Hourly wage:** \$19.60

**Start date:** tbd

**Place of work:** Predominantly at Plast Huculak Centre at 516 The Kingsway, Toronto. However, some flexibility to work remotely is possible.

**To apply:** Applications must include a resume and cover letter describing why you are the ideal candidate for the position. Please indicate your name and the Job Title in the Subject line of your email and submit applications and supporting documents to: [careers@plasttoronto.ca](mailto:careers@plasttoronto.ca).

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

