



## Job posting: Archives Technician

- Job title: Archives Technician (1 position)
- Location: Bishop's University, Sherbrooke, Quebec
- Wage: \$17.75/hour, 35 hours/week
- Dates: May 11, 2026 to August 28, 2026

The [ETRC](#) is looking for an enthusiastic and autonomous student, passionate about history, to work in its accredited Archives Department. The student will work directly with the organization's staff and benefit from professional mentorship. This is a [Young Canada Works in Heritage Organizations](#) project. The ETRC also thanks the [Bishop's University Foundation](#) for its generous support.

### Job description

This job consists of preserving, organizing, digitizing, and spotlighting archival documents attesting to the history of the English-speaking communities of the Eastern Townships. Tasks include the processing and digitization of historical records, and the preparation of social media posts and newspaper articles using material from the archives. The archives technician is also expected to develop a statement of learning articulating their reflection on archival practice, enabling them to position themselves professionally within the field, and providing valuable insights to inform and strengthen the organization's work.

### Young Canada Works criteria

- Be registered as a high school, college, CEGEP or university student;
- be a Canadian citizen or a permanent resident, or have refugee status in Canada;
- be legally entitled to work in Canada (have a valid social insurance number);
- be between 16 and 30 years of age inclusively at the start of employment;
- be registered in the [YCW online candidate inventory](#).

### Qualifications

- Be a student in document and archives management, history, or a related program;
- be fluent in English with a working knowledge of French;
- demonstrate effective research and writing skills;
- be able to work autonomously;
- previous archival experience an asset.

As an equal opportunity employer, the ETRC encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, women, and people who identify as 2SLGBTQIA+.

### How to apply

- Submit your CV and cover letter to Ms. Jazmine Aldrich by Tuesday, May 5, 2026, 11:59pm.
- By mail: Eastern Townships Resource Centre, 2600 College Street, Sherbrooke, QC, J1M 1Z7
- By email: [etrc2@ubishops.ca](mailto:etrc2@ubishops.ca)