



***More Than Just a Job, We Offer an Opportunity to Grow Spiritually***

**Job Location:** Pueblo, CO  
**Type:** Full Time  
**FLSA Status:** Non-Exempt  
**Salary Range:** \$39,520 - \$52,000 a year  
**Reports To:** Chancellor

## **The Diocese of Pueblo is seeking an Archivist**

### **About Us**

The Diocese of Pueblo is an energetic place of employment filled with strong Catholic faith. We are building the body of Christ through each of our ministries. We empower our team to work spiritually and at their best. If you are a self-motivated individual and interested in growing spirituality and using your talent and experience, come join our team!

### **Benefits and Perks**

We offer a salary range from \$39,520 - \$52,000 a year.

A generous benefit package including Medical, Dental, Vision, Basic Life/AD&D, and 403(b).

We value your work and life balance offering Vacation and Sick Leave, Paid Holidays, and an annual Christmas Holiday Closure. Daily Mass is celebrated in our beautiful chapel!

### **What you will be doing**

The diocesan archives house a rich history of items of historical significance from the earliest days of settlement in Colorado. The Archivist will have the opportunity to store, preserve, and conserve archival materials, records, and artifacts dating back more than 80 years.

In this role, the Archivist is responsible for the organization and preservation of records and materials of historical importance to the diocese in accordance with the norms of canon law (cc.486-491).

**Could this opportunity be right for you?  
Continue reading for the full job description.**

### **Essential Duties:**

- Develops, arranges, and describes archival collections in accordance with accepted standards and practices.
- Creates and maintains an inventory, or catalog, of the documents, videos, photos, etc. which are contained in the archives, including the creation of finding aids.
- Maintains and updates an archival database of materials and file management.
- Facilitates the organization and preservation of the collections.
- Facilitates annual collection of baptismal and confirmation sacramental registries from each parish for storage in the Diocesan archives.
- Reviews baptismal and confirmation registries, organizes for binding and enters information into excel database.
- Interacts with donors of archival collections both internal and external to the organization.
- Participates in development and implementation of policies and standards for the archives.
- Assesses the condition of the collections, identifies conservation needs.
- Utilizes proper conservation and preservation measures for the archival collections.
- Provides guidance regarding the storage and retrieval of historical and archival documents.
- Maintains professional knowledge base and skills through continued education and building relationships with other diocesan archivists in learning methods of archiving and in developing policies and procedures.

### **Education and Experience:**

- Bachelor's degree in Arts, Library Science, Information Science, Archives and Preservation, History, Historical Research, or related field.
- At least three years related experience, or equivalent combination of education and experience.
- Previous experience in research and the design and implementation of archival systems preferred.
- Certified Archivist (CA), and/or Certified Records Manager (CRM), preferred.

**Knowledge Skills Abilities:**

- Knowledge of archives and records management systems, preservation concepts, methodology, and techniques, including provenance, retention schedules, and creation of finding aids.
- Knowledge of archival ethics relating to archival management.
- Ability to develop and maintain finding aids using contemporary tools in accordance with archival standards.
- Proficiency with various software and technology related to archival duties including word-processing, spreadsheets, databases, files management, scanning, copying.
- Detail-oriented with the ability to define problems, research, collect data, establish facts, and draw valid conclusions.
- Ability to prioritize, plan, organize, and work effectively, using independent judgment in accordance with established policies and procedure.
- Ability to be self-motivated and work autonomously.
- Demonstrated ability to communicate effectively and professionally both verbally and in written form.
- Ability to exhibit a professional manner in all aspects of assignments.
- Knowledge of the structure and basic teachings of the Roman Catholic Church.

**Supervisory Responsibility:**

- There are no supervisory responsibilities for this position.

**Work Environment and Required Activities:**

- This is a full-time position, Monday through Friday, 8:00 a.m. to 5:00 p.m.
- Moderate physical activity. While performing duties of this job, the employee is frequently required to sit, talk, and hear. The employee is required to stand or move about and reach with hands and arms. Requires handling of average-weight objects up to 50 pounds, including frequent lifting and carrying of books and documents. Vision abilities required include close vision, depth perception, color vision, and ability to adjust focus.

**Other Requirements:**

- Must be an active Roman Catholic in good standing and in full communion with the Church.
- Must pass a criminal background investigation.
- Must have good driving record, current Colorado Driver's License, and automobile insurance.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided however, some positions will require that the incumbent be an active Roman Catholic in good standing and in full communion with the Church.

**Thank you for your interest in career opportunities with  
The Catholic Pastoral Center-Diocese of Pueblo!**

To apply for this position, please complete a Diocese of Pueblo application and send to:  
Veronica Chavez, HR Department, 101 N. Greenwood, Pueblo, CO 81003, or email [vchavez@dioceseofpueblo.org](mailto:vchavez@dioceseofpueblo.org)