

Spring 2017 JDC Archives Records Management Opportunity

The American Jewish Joint Distribution Committee (JDC), founded in 1914, is the world's leading Jewish humanitarian organization. Its archives document more than a century of JDC's global humanitarian efforts and stand as one of the most important repositories in the world for the study of modern Jewish history.

Project:

The JDC Archives offers an internship opportunity in its records management initiative at its global headquarters in New York.

This internship will introduce the candidate to basic records management and archival principles and practices, including the life cycle of JDC's institutional records, and involve them in all aspects of building out records management policies and procedures.

Responsibilities include working with JDC staff to review and update the record retention schedules for JDC's New York headquarters and collaborating with the Archives to develop effective practices to train global JDC personnel in implementation procedures.

Qualifications:

- Must have completed at least one semester of coursework in archives or library science
- Strong organizational, analytical, and communication skills
- Self-starter and detail-oriented
- Interest in records management, archives, information management, or library science
- Familiarity with 20th-century Jewish history is a plus

All opportunities are unpaid, but may be taken for course credit. Candidates will be supervised by professional staff and will have the opportunity to attend staff meetings and workshops. An expected schedule is 12-20 hours per week.

Applications are accepted on a rolling basis. To **apply**, please send a cover letter and resume to archivesinterns@jdc.org.

To learn more about the JDC Archives, visit [our website](#) and find us on [Facebook](#)!