

Vancouver Holocaust Education Centre Project-based Opportunity: Records Analyst Consultant

Posting date: September 27, 2021
Application deadline: October 22, 2021

About the Position

In support of our updated Strategic Plan, the VHEC is seeking a Records Analyst Consultant to develop and implement a records management program in support of improved efficiency, collaboration and cybersecurity. This position will review, analyze and assess current work functions and information management practices across the VHEC, from its web assets to records in storage at Iron Mountain, and develop and document methods for efficient and safe handling and disposing of digital and analogue information entrusted to and managed by the VHEC. This position will provide guidance and support to staff in remote and onsite work environments using both VHEC-owned and personal desktop and mobile devices.

The Records Analyst Consultant will report to the Executive Director and is responsible for:

- Conferring with staff and outsourced information technology, web and related service providers to understand the current records management practices and business needs and identify areas of improvement.
- Determining the value of the VHEC's information systems and digital and analogue assets.
- Developing records retention schedules, a server and paper file plan and related policies, procedures, guidelines, plans and manuals in support of the best practice management of paper and electronic records and data across the organization.
- Providing direction, training and assistance to staff in analogue and digital records and information management, protection of privacy, and the records management program broadly.
- Reporting on the progress of the implementation of the records management program.
- Supporting the increased professionalization, collaboration and capacity of a community- and volunteer-supported organization.
- Supporting the long-term research and reference of the VHEC's institutional records.
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Compensation

This is a contract position and compensation will be commensurate with experience.

About You

You have a proven track record of guiding small- to mid-sized organizations through the implementation of a records management program.

As an accomplished records management professional, you ensure that recommended plans, guidelines, policies, procedures and systems are effective, efficient and sustainable. You truly enjoy the organizational process, understand its benefits and are able to pass on your enthusiasm to others.

You believe in the vision of a world free of antisemitism, discrimination and genocide, with social justice and human rights for all.

Experience, Skills & Education

Required

- Minimum of three (3) years of related experience developing and implementing a records management program for a small- to mid-sized organization.
- Understanding of records management systems, theories and practices.
- Experience planning and assigning work and meeting deadlines.
- Experience with facilitating groups to consensus, developing and delivering adult training.
- Experience with and understanding of electronic information systems, including SharePoint, Raiser's Edge and FilemakerPro.
- Understanding of cloud-based systems and cybersecurity.
- Understanding of how to handle confidential and sensitive information.
- Superior organizational, planning and analytical skills.
- Strong verbal and written communications skills.
- Master's degree or higher in the field of records management.
- Familiarity with BC's Personal Information Protection Act and relevant legislative frameworks.

Preferred

- Strong attention to detail.
- Evidence of capacity to work independently and support staff with varied degrees of technological competency.
- Familiarity with museum and/or nonprofit recordkeeping and administrative structures.
- Certified Records Manager (CRM) designation.

Success Traits

You excel in the following core competencies:

Drive for results. You're independent and self-motivated, creative, persistent and resourceful, overcoming obstacles and difficult situations.

Interpersonal skills. You have the ability to build and maintain productive relationships and work effectively with people.

Problem-solving. You assess challenges to identify causes and then generate workable solutions.

How to Apply

If this sounds like you, we would love to hear from you. Please email your cover letter and resume in one file to jobs@vhec.org quoting "Records Management Analyst" in the subject line on or before October 22, 2021. Your application will be handled with confidentiality and discretion.

All applicants will receive an automated email response confirming receipt of their application submission. Only applicants selected for an interview will be contacted.

Please note: VHEC staff and contractors must show proof of vaccination for COVID-19 by a Government of Canada-approved vaccine in order to enter the workplace. For information about the VHEC's code of conduct please visit: <https://www.vhec.org/plan-visit/>