

**Position:** UBC/FOCAS Project Assistant Graduate Research Assistant

*FOCAS: Faculty Organizing for Community Archives Support* is a collective of faculty representing nine academic institutions across Canada and the United States who are training archival studies students to respond to the needs of community archives. The collective work of FOCAS promises to empower community archives across diverse regions in the U.S. and Canada to advance their essential work documenting, stewarding, and making accessible the history of underrepresented cultures, knowledges, and peoples. The three-year program, funded by the Mellon Foundation's Public Knowledge Program, provides funds for paid student internships at community archives, directly funds community archives for their services and expertise, and supports curricular development related to community archives.

The UBC/FOCAS Project Assistant GRA will assist the UBC/FOCAS PI (Dr. Jennifer Douglas) with research and administrative tasks. The primary research tasks will include: mapping the landscape of community archives in the Vancouver area and across the province of British Columbia to create a directory of local initiatives; identifying, collating and summarizing community archives scholarship in an annotated bibliography to help inform curriculum development; identifying best practices in teaching community archives and community-engaged learning and contributing to a teaching practices dossier that will inform the development of a permanent course on community archives in the MAS program.

The primary administrative tasks associated with this position will include: assisting the PI in administering community archives internship placements and assisting in planning of UBC/FOCAS virtual and in-person team building gatherings.

The UBC/FOCAS Project Assistant GRA will also attend FOCAS convenings online, participate in the creation of collaborative FOCAS project resources (white papers, toolkit components), will present on UBC/FOCAS progress at professional association conferences, and will collaboratively author a UBC/FOCAS project blog.

The successful applicant will be hired for the academic year (until June 30, 2025) for a total of 360 hours.

Successful applicants will be enrolled in the Master of Archival Studies program or Dual Master of Archival Studies and Master of Library and Information Studies program and have completed ARST 535 – Personal and Community Archives or be able to demonstrate some foundation and grounding in community archives scholarship and/or practice.

To apply, please send a CV/resume and a statement of interest to Dr. Jennifer Douglas, [jen.douglas@ubc.ca](mailto:jen.douglas@ubc.ca) by August 2<sup>nd</sup>.