



### Document Retention Project Assistant

**Reports to:** Director of Finance & Human Resources

**Location:** 657 Middlesex St, Lowell, MA 01851

**Salary/Hourly:** \$20 to \$24 per hour, based on experience

**Job Type:** Short-term: 3 to 6 months; 25 to 40 hours; Non-exempt

#### Overview/Position Summary

The Document Retention Project Assistant will work with the Finance & HR team to sort and organize documents in accordance with the Document Retention Policy and Guidelines in preparation for destruction, digitization, and original archive of permanent and historical documents, photographs, and artifacts. They will research and coordinate engagement of appropriate supplies, vendors, volunteers, potential grants and other support for the project.

Responsibilities include, but are not limited to: sorting, preparing and organizing documents for next step processing; ensure compliance with the Document Retention Policy and Guidelines; work with the Finance & HR team to ensure completeness of files, research missing documents, remove non-essential material; log, track and maintain project records; research, engage, coordinate project supplies, vendors, volunteers; research potential grants and other support for the project; attend and participate in meetings as required; keep management informed of project activities and of any issues that arise; ensure work area is organized and secure.

#### Skills and experience relevant to this position:

- Ability to communicate effectively via phone, email, in-person and text.
- Comfort in working with various types of technology, including Microsoft Office, OneDrive, GoogleDrive, DropBox, multi-purpose printers
- Attention to detail, adherence to set policy and guidelines, ability to prioritize tasks to ensure completion in a timely manner
- Interest in working with multicultural teams with diverse constituencies.

#### Qualifications

- Ability to work in environment with loud noises
- All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse prevention
- Must support Club values
- Education and Experience: Minimum 1 to 2 years of related experience working with documents, paper and digital files, scanning and imaging
- Age requirement: 21 plus
- Authorized to work in the U.S.
- MA or NH driver's license and good standing driving record
- Ability to bend, reach, and lift boxes and office supplies up to 30 lbs.

#### Benefits

- Short-term, non-benefit eligible position
- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with positive, community minded team, along with amazing young people.

#### How to respond

- Please submit your resume to Caroline Howard, Director of Finance & HR, [choward@lbgc.org](mailto:choward@lbgc.org). No phone calls please.

#### Our Hiring Process and Timeline

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin in-person (or video) interviews starting on January 23, 2023.
- We would like to have selected the candidate by February 23, 2023.

#### Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.

#### Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers of employment are contingent on results of a reference and background check.