

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

Archdiocese of Hartford

134 Farmington Avenue
Hartford, CT 06105

Candidate Information

The Archdiocese of Hartford is responsible for a geographic territory in Connecticut comprised of Hartford, New Haven and Litchfield counties, with an estimated population of more than 700,000 Roman Catholics. The span of the Archdiocese includes 214 parishes, 56 schools and a large nonprofit social services agency, Catholic Charities, which focuses on the needs of children, the family and the elderly in the community. The Archdiocese of Hartford currently has approximately 213 parish priests, 1,311 full or part-time staff for the schools and 550 employees at Catholic Charities. In addition, the Archdiocese of Hartford currently owns approximately 1,100 buildings, publishes its own monthly newspaper, The Catholic Transcript, and owns and operates an office of radio and television.

The Archdiocese's Central Service Offices, which are co-located at 134 Farmington Avenue in Hartford and at the St. Thomas Seminary and Conference Center in Bloomfield CT, coordinate and oversee the exercise of administrative duties for the Archdiocese of Hartford and currently employ approximately 119 lay staff. The Central Service Offices staff interacts regularly with all constituents of the Archdiocese of Hartford, including the parishes, schools, clergy, the faithful and the entire Ecumenical community at large.

In October 2013 Bishop Leonard Blair was named Archbishop of the Archdiocese of Hartford and was installed on December 16, 2013.

Strategy and Direction: The Archdiocesan Central Service Offices now seek to strengthen and expand their organizational effectiveness, efficiency and responsiveness to the needs of the parishes, schools, clergy and faithful in the Archdiocese of Hartford. They seek a trained archivist to assist this effort.

Position Title: Archivist

Department: Administration

Reports To: Chancellor

FLSA CODE: Exempt

The Archivist for the Archdiocese of Hartford will preserve and administer the historic and artistic collections of the Archdiocese of Hartford. The Archivist will appraise and edit permanent records and historically valuable documents, and will direct the safekeeping of archival documents and materials.

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Essential Functions:

- Maintain effective and efficient control in the management of collections and cataloging archives
- Plan and organize archives by accessing, cataloging, identifying and inventorying of collections
- Develop and/or update policies and procedures for historic collections for the Chancery archives, as well as for use by other parishes and/or agencies and offices
- Promote, exhibit, and display items, which are part of the Archdiocesan collection, for public viewing
- Write and keep documentation and histories on each of the items contained in the collection
- Assist with or coordinate with Parishes on the transfer of items and/or records
- Assist with or coordinate with Archdiocesan offices and/or agencies on special programs related to historical materials
- Prepare a departmental budget for each calendar year in regard to the administration of the department
- Work closely with the Fiscal Department to facilitate the payment of expenses related to the department
- Perform other duties and assumes other responsibilities, as assigned

Administrative Responsibilities

- Maintains good working relationships and effective communications among all Archdiocesan personnel
- Ability to work closely with the Chancellor to coordinate all aspects of departmental operations
- Attend all staff and committee meetings, as necessary

Special Skills, Knowledge and/or Abilities

- Knowledge and experience relating to the administration of temporal goods and archives
- Solid academic understanding in theology and Roman Catholic traditions
- Knowledge of collections management, specifically related to historic and artistic collections
- Knowledge of local church history as well as a working knowledge of the Archdiocese of Hartford

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Basic Skills, Knowledge and/or Abilities

Strong proficiency in Microsoft Applications
Must possess excellent analytical skills
Strong knowledge of accounting principles and practices
Must be self-motivated and have the ability to prioritize
Excellent interpersonal communication skills
Ability to present oneself professionally
Excellent record-keeping skills
Ability to work toward and meet project deadlines
Good facilitation skills with ability to conduct presentations and/or meetings
Ability to maintain confidentiality
Ability to adapt to changes in routine or schedule
Demonstrated sensitivity to multicultural parish settings

Educational Requirements:

Qualified candidates must possess a Masters of Library Science with a concentration on Archives Management from an accredited school.

Five or more years of experience working with archival collections; records management theory and practice; or a related field with an emphasis in museum studies, history, anthropology, or art history. Experience working in a religious environment is preferred.

Compensation: \$60K

Benefits: Comprehensive health insurance and other plan benefits available at time of interview

Background: Per the safe environment policy of the Archdiocese of Hartford all applicants should expect to have a criminal background check.

Deadline for Application: January 31, 2017

For consideration please email: Arlene McSweeney Ed.D. at Arlene@CatholicRecruiter.com with resume.

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