

HHF Greek Canadian Archives – Research Associate - Research Project Lead

The Hellenic Heritage Foundation Greek Canadian Archives is an initiative designed to acquire, preserve, and promote historical knowledge that illuminates the Greek immigrant experience in Canada. The project lead will steer various projects that either collect, preserve, or create and disseminate knowledge resulting from archival materials.

Estimated Salary: Approximately \$75,000

Posting Closes Friday, June 15, 2022 at 11:59 p.m.

Duties include, but are not limited to:

The post holder will:

- Contribute to grants and funding proposals for various needs/projects in collaboration with HHF Chair of Modern Greek studies.
- Build strategic partnerships with potential donors interested in donating their material to the HHF Greek Canadian Archives, housed in the Clara Thomas Archives, Scott Library, York University.
- Conduct research on the HHF Greek Canadian Archives collections.
- Construct interactive digital assets for public engagement, knowledge mobilization, and promotion of collection(s).
- Collaborate with York faculty to mentor students working with the collections.
- Collaborate with the HHF Greek Canadian Archives archivist in Scott Library, York University, to assist with the processing of the GCHP collections and achieve project objectives.
- Liaise with Greek-Canadian community organizations and individuals.
- Provide basic administrative support for the HHF Greek Canadian Archives.
- Maintain and update the HHF Greek Canadian Archives website on a regular basis.
- Maintain the HHF Greek Canadian Archive's presence on social media.
- Represent the HHF Greek Canadian Archives at conferences, meetings and public events.

Qualifications include but are not limited to:

- Hold a Ph.D. or be pursuing one in a relevant field.
- Be fluent in Modern Greek. French is an asset.
- Experience with public or digital history/academic programming.
- Experience in working with and overseeing a budget.
- Be able to demonstrate a record of public-facing presentations, exhibitions, or other forms of engagement.
- Experience conducting oral interviews and passing research ethics protocols.
- Experience in conducting and processing large quantities of research materials, including interviews, photos, maps, letters, newspapers, documents, and other historical materials.
- Demonstrated effective and innovative leadership, critical thinking, problem-solving skills, and an ability to find solutions that satisfy various stakeholders.
- Superior verbal, written, presentation, interpersonal, communication, and listening skills.
- Excellent relationship management skills.
- Excellent time management and organization skills in order to effectively respond to multiple priorities/deadlines.

Applicants should send a cover letter and CV to Christopher Grafos (cgrafos@yorku.ca).