



448 Barton St. East, Unit 2,  
Hamilton, ON L8L 2Y3

### Contact Information:

Phone: 289-682-9472

Email: [info@bartonvillage.ca](mailto:info@bartonvillage.ca)

Website: <https://www.bartonvillage.ca/>

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## Job Title: History Preservation Coordinator

**Hours per week:** 35hrs

**Hourly rate:** \$14.50

**Start Date:** April 29, 2019 (16 week contract pending grant approval)

**Location:** Barton Village BIA, 448 Barton St E, Unit 2, Hamilton, ON L8L 2Y6

**Level of Education:** Post-Secondary career-related (History, Researching and archiving, community development)

**Company Mission:** To create an environment that attracts new businesses and retains existing business through advocacy, promotion, and communication. [www.bartonvillage.ca](http://www.bartonvillage.ca)

**Position Summary:** Help to research content for historical tours (including one for Remembrance Day)

Responsibilities include:

- Assist with researching historic photos and data/stories
- Assist with collating material into a presentable format (tours, plaques..)
- Assist with creating historical information page on website
- Go to the library to research information in achieve dept.
- Outreach to local historians for information and photos
- Other duties as assigned

### Skills preferred:

- Excellent Interpersonal skills and client service skills
- Strong commitment to excellence and attention to detail
- Proven problem solver with solid analytical skills
- Exceptional time-management skills and the ability to manage multiple tasks
- Experience using computers and software, including Microsoft Office and social media
- Research skills
- The ability to work well with cross-functional teams, including executive leadership and management.

### Requirements per funding:

Priority given to new immigrant and recent refugee youth, visible minorities, LGBTQ2 and youth with disabilities.

**Application Deadline:** April 1, 2019

Please send applications to Rachel Braithwaite at [info@bartonvillage.ca](mailto:info@bartonvillage.ca) with your resume. Please reference the job title in the subject line.