

Position title: Historical Researcher and Archival Officer (*funding approval pending)

Objectives to be achieved: To significantly expand the Abegweit (PEI) Branch Loyalist Archival Database.

Project or activity description: The project is an on-going activity to gather in one place the Abegweit (PEI) Branch documentation of the Loyalists of Prince Edward Island. For the purposes of this position, the place of work will be the Prince Edward Island Provincial Archives and Records Office. The documentation will include land grants, land purchases and leases, Executive Council and Legislative Assembly minutes relating to Loyalists, and their immediate family burial places, photographed tombstones, monuments, historical sketches of Loyalist settlements, family histories, genealogical charts, founders of early churches, masonic lodges, places of learning, place names, businesses, etc.

Job Activities/Duties:

- 1) To assist with gathering, documenting, and referencing PEI Loyalist documentation for all areas of Loyalist Settlement with a concentration on those areas not currently sufficiently researched.
- 2) To professionally reference and digitally store documents and source materials as per the Chicago Manual of Style.
- 3) Providing a cross-reference of sources based upon Loyalist name, community, and type of record (wills, probate records, land records, Executive Council Minutes, published family histories, newspapers, publications, shipping records, etc.)
- 4) To engage with Archives and Library staff to find new period reference materials and evaluate them as to their relevance to PEI Loyalist history.
- 5) To participate in the planning, set-up and staffing of the Abegweit Branch (United Empire Loyalists' Association of Canada) major public speaker event in August in Charlottetown.

Education and skills required: the successful candidate should be a 2nd, 3rd or 4th year post-secondary student who is enrolled in a relevant field of study (Social sciences, history, literature, education, librarian, or archival studies, etc.). The candidate must be a self-starter who can work independently to achieve weekly goals and should have good oral and written communication skills, be proficient in MSWord, MS Office.

Duration including start and end date and total weeks: 12 weeks, from June 3rd – August 30, 2024

Rate of pay (hourly) \$15.40/hour (as of April 1, 2024), 40 hours per week

Interested individuals may send their cover letter and resume to Kevin Wisener, Branch President, at pres.pei.uelac@gmail.com and copied to Jayne Leake at membership.pei.uelac@gmail.com

Application Deadline: April 19, 2024, or until position filled