



**MENNONITE
HISTORICAL
SOCIETY OF BC**



1818 Clearbrook Road, Abbotsford, B.C. V2T 5X4
Tel: 604-853-6177 * Fax: 604-853-6246
Email: archives@mhsbc.com * www.mhsbc.com

Volunteer Placement Posting #2017.04.001 “A TO M Database Inventory Project”

Are you methodical and detail oriented? Have you worked with databases before? Are you proficient in computer skills? Do you enjoy working on a team?

We are looking for volunteers who are available on Wednesdays from 10:00am to 4:00pm (2 – 6 hours) and would like to help us do inventory and database records clean up since we’ve upgraded & migrated our database to “A to M”. You’ll be working with a team and provide assistance short term for our inventory & database clean up, and/or continue on the team adding records for the MHSBC on an ongoing basis.

This is great experience for someone looking to learn the new “A to M” software and gain mastery working with records. We work hard but we have a lot of fun, too.

Closing date: May 10, 2017

Call our Office and Volunteer Manager: Jennifer Martens at 604-853-6177 or send your resume and cover letter to archives@mhsbc.com if you are interested in this placement. Only shortlisted applicants will be contacted for an interview.



Jennifer Martens

Office and Volunteer Manager

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