



JOB ANNOUNCEMENT

November 20, 2025

App Deadline: **Open until Filled**

JOB TITLE: Digital Archives Coordinator **PAY RANGE:** \$16/hr. **HOURS:** 30/wk.

JOB SUMMARY:

The Digital Archives Coordinator will manage an online digital archival platform (archives.nmhcouncil.org) dedicated to preserving and showcasing records of historical and cultural significance to the Northern Mariana Islands. This position involves curating and acquiring digital archival collections while engaging the community through public events that provide access to digitizing equipment, allowing individuals to digitize historical records and family photos. The Coordinator will support the development of curated collections, encourage community involvement, and maintain the integrity and accessibility of the digital archive.

MAJOR RESPONSIBILITIES:

- ✓ Oversee the digital archival platform, ensuring the effective preservation and organization manage historical and cultural records;
- ✓ plan and execute community outreach events to educate and assist individuals in digitizing personal collections;
- ✓ coordinate the acquisition and curation of digital archives, ensuring quality standards and compliance with archival best practices;
- ✓ collaborate with local institutions, historians, and community members to improve archival content and raise awareness;
- ✓ oversee digital preservation techniques and guarantee the security and accessibility of digital assets.

DESIRED QUALIFICATIONS:

- ✓ Bachelor's degree in Archival Studies, Library Science, History, or a related field;
- ✓ Experience in digital archiving and curation;
- ✓ Strong organizational, communication, and community engagement skills;
- ✓ Knowledge of digitization technologies and archival standards;
- ✓ Experience producing basic graphic design for marketing or promotional purposes.

HOW TO APPLY:

Interested individuals are invited to submit a letter of interest and resume to Leo Pangelinan, Executive Director, Northern Marianas Humanities Council, PO Box 506437, Saipan, MP 96950, or via email to leop@nmhcouncil.org. For more information about this employment opportunity, please call 235-4785.

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