



JOB ANNOUNCEMENT

November 10, 2025

App Deadline: **Open until Filled**

JOB TITLE: Digital Archives Specialist **PAY RANGE:** \$11/hr. **HOURS:** 25/wk.

SUMMARY:

The Digital Archives Specialist will support the Council in maintaining an organized and efficient records management system and digital archive. This role involves monitoring compliance with existing filing systems, assisting with documentation, inventory management, and enhancing digital archive usability. The Specialist will also contribute to marketing efforts through the creation of promotional materials.

KEY RESPONSIBILITIES:

- ✓ Study and document the current filing system; ensure compliance and organization of records;
- ✓ Assist in the storage and retrieval of physical and digital records;
- ✓ Maintain official records of Council meetings and activities;
- ✓ Create and update records for Council programs; inventory records for archiving and disposal;
- ✓ Research, validate, and annotate archive records on archives.nmhcouncil.org; moderate user activity;
- ✓ Process incoming content for the digital archive and assist in organizing office and event spaces;
- ✓ Create posters, flyers, and other marketing materials, as needed.

DESIRED QUALIFICATIONS:

- ✓ Familiarity with records management principles and digital archiving;
- ✓ Strong organizational skills and attention to detail;
- ✓ Proficiency in Microsoft Office Suite and basic graphic design tools;
- ✓ Excellent communication and teamwork abilities;
- ✓ Ability to manage multiple tasks and adhere to deadlines;
- ✓ Prior experience in an administrative or records management role is a plus.

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.

Visit www.nmhcouncil.org to learn more about the Council and its programs.