

# ARCHIVAL VOLUNTEER

## Volunteer Job Vacancy

The Expatriate Archive Centre (EAC) is looking for a volunteer with archiving experience to help us process private and organisational collections at our office in The Hague. Archival volunteers help process our growing collection. Depending on the size and type of the project, volunteers work individually or as part of a small team.

### The tasks may consist of:

- Cataloguing digital or physical documents such as correspondence, scrapbooks, publications, or photos;
- Creating new archival and content descriptions;
- Creating an arrangement system and reference codes.

### Requirements:

- Experience in archiving or records management;
- Be able to volunteer a minimum of one day a week on Mondays or Tuesdays for at least six months;
- Fluency in English;
- Capability to structure and organise on a very detailed level;
- Experience in Excel;
- Enthusiasm and willingness to learn.

All volunteers must have a valid working permit for the European Union.

### We offer:

- Training on the job;
- Professional work environment;
- An opportunity to enhance your computer, archiving, and management skills;
- Unlimited chocolate;
- Superb lunch discussions.

If you are interested in this volunteering opportunity, please send us your CV and a brief motivational letter in English to [welcome@xpatarchive.com](mailto:welcome@xpatarchive.com).

The EAC collects and preserves original source material documenting the social history of expatriate life for research.

We are proud of our enthusiastic team of volunteers of different backgrounds, nationalities, and ages.

For more information about the EAC, visit [www.xpatarchive.com](http://www.xpatarchive.com).

