

Friends *of the San Juans*

Protect this Place

Document Archivist (Part or Full Time, Short-Term)

Location: Friday Harbor, WA

Compensation: \$20–\$25 per hour, DOE

Friends of the San Juans is seeking a detail-oriented **Document Archivist** to assist with organizing and digitizing over four decades of paper records. This is a short-term, full or part-time position ideal for someone with strong organizational skills and an interest in archival work.

Key Responsibilities:

- Sort, organize, and catalog documents
- Scan and digitize records for long-term storage and retrieval
- Maintain clear documentation and filing systems

Position Details:

- Minimum of 16 hours per week
- Flexible scheduling during office hours (Monday–Friday, 9am–5pm)
- All work must be completed on-site at our Friday Harbor office

Preferred Qualifications:

- Strong attention to detail and good organizational habits
- Comfortable working with paper files and using a scanner
- Basic computer skills (especially with files and folders)
- Able to work independently and follow instructions
- Reliable and able to maintain confidentiality
- Able to lift boxes of documents (up to 30 lbs)
- Interest in nonprofits or environmental work is a plus, but not required

If you're organized, reliable, and ready to dive into the archives of a mission-driven nonprofit, we'd love to hear from you!

To apply: please email hiring@sanjuans.org. Please provide the following:

- a short description of your interest and capacity to do this work including when you can start and how many hours you think you can work each week, and
- a resume (if you have one) or a list of your recent past work.