



Records Management Associate

POSITION OVERVIEW

The ACLU of Montana Foundation (“ACLU of Montana”) seeks a temporary part-time Records Management Associate to work in our local Missoula office for 12 weeks to help us organize a large amount of paper files.

The position requires the selected individual to review files to package, inventory, store, and/or destroy them according to guidance provided. High attention to detail and accuracy, strong integrity, good communication skills, commitment to confidentiality and to serving the mission of ACLU of Montana are required.

We ask that the project be completed within four months (a max of 145 hours). We envision about ten (10) weekly hours with flexibility, depending on availability. We will consider applications on a rolling basis and conduct interviews beginning August 11, 2022. The planned project start date is mid-to-late August 2022. This position will report to the Operations Manager.

ABOUT THE ACLU OF MONTANA

The ACLU of Montana (founded in 1972) is an affiliate of the national ACLU (founded in 1920) and operates as a private, independent, non-profit organization. We are the state’s largest and most influential civil rights organization. **Our current top priorities are Indigenous Justice, criminal legal reform, LGBTQ rights, and voting rights.** We work on a range of additional issues including reproductive justice, immigrants’ rights, freedom of speech and religion, and informational and digital privacy. The ACLU of Montana envisions a fair, equitable, and free Montana that welcomes and celebrates diversity of all kinds. In our Montana, everybody is treated with dignity and respect, and has equal access to rights and freedoms.

The ACLU of Montana has a current staff of 13 and an office located in Missoula. We aspire to a friendly work environment, with flexibility and consideration of personal needs and circumstances. To learn more about the work of the ACLU of Montana, please visit <http://aclumontana.org>.

COMMITMENT TO DIVERSITY AND INCLUSION

ACLU of Montana is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We believe that having a board, staff, and volunteer base with diverse personal and professional backgrounds enhances our ability to meet our mission and creates an environment where

all members of our community can thrive.

The ACLU of Montana does not discriminate on the basis of race, color, faith, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, tribal affiliation, disability, veteran status, or record of arrest or conviction. We are committed to providing a work environment free from discrimination and harassment and one that honors and promotes a culture of equity, diversity, inclusion, and belonging. We are engaging in ongoing internal racial equity work, with an emphasis in anti-racism and anti-colonialism.

We strongly encourage applications from Black, Indigenous, and other people of color, immigrants, women, people with disabilities, bi- or multi-lingual (including Indigenous languages) speakers, bicultural individuals, members of the LGBTQ and two-spirit community, those who have been formerly incarcerated or are currently under supervision, and other underrepresented and historically marginalized groups. We seek to build a team that reflects that diversity. All qualified applicants who share this vision and who have a desire to contribute to our mission are encouraged to apply.

KEY RESPONSIBILITIES

The records management associate will:

- Gain familiarity with ACLU MT Records Retention Schedule (RRS);
- Apply records processes and disposition rules to ACLU MT confidential records. This will look like reviewing files to identify, package, inventory, store and/or destroy them according to the RRS and best practices;
- Create an index of retained files for continued record management;
- Weigh in on ACLU MT information processes, including but not limited to, the organization, storage, archival, retrieval and sharing of information on multiple platforms;
- Consult and collaborate with the Operations Manager and Director of Finance and Operations on the project;
- Other duties that may be assigned within the scope of the above responsibilities.

COMMITMENT TO RACIAL EQUITY

The ACLU of Montana is committed to and engaging in ongoing racial equity work with an emphasis on anti-racism and anti-colonialism. As a staff member, you will be asked to commit, contribute and engage in the following ways:

- Demonstrate commitment to equity, diversity, inclusion, and belonging with anti-racist and anti-colonialist understandings of and respect for differences of race, ethnicity, age, sexual orientations, gender identity or expression, religion, ability, and socio-economic circumstance and class;
- Demonstrate commitment to building or deepening understanding of equity, in which racial equity and anti-racism and anti-colonialism are centered;
- Engage with the issues of institutional and structural racism and bias and their impact on underserved and underrepresented communities;

REQUIRED QUALIFICATIONS

- Demonstrated experience with physical records management policies, practices, and procedures;
- Proven reliability, discretion, and reputation for maintaining confidentiality;
- Organizational and communication skills including strong drive and initiative, with ability to manage time well independently;
- Excellent comprehension skills including ability to extract and clearly articulate content from documentation;
- Proficiency with office technology, including, but not limited to, knowledge of Word and Excel;
- Exceptional attention to detail and accuracy;
- Experience with and demonstrated commitment to equity, diversity, inclusion, and belonging with anti-racist and anti-colonialist understandings of and respect for differences of race, ethnicity, age, sexual orientation, gender identity or expression, religion, ability, and socio-economic circumstance and class;
- Demonstrated commitment to building or deepening understanding of equity, in which racial equity and anti-racism and anti-colonialism are centered.
- Understanding and willingness to engage with the issues of institutional and structural racism and bias and their impact on underserved and underrepresented communities

PREFERRED QUALIFICATIONS

The following experiences are particularly valuable to the position. Please share in your application materials any of these skills, experiences, or knowledge. We encourage you to apply even if you do not have these qualifications:

- Experience creating and/or working with a Record Retention Schedule;
- Experience with off-site records management companies.

COMPENSATION AND BENEFITS

This position is part-time, exempt, and will pay an hourly rate of \$24.00- \$26.00, depending on experience. We offer eligibility to participate in a retirement 401(K) plan and eight paid time off (PTO) hours. This temporary position is not eligible for other benefits.

A \$50 monthly reimbursement to offset personal mobile phone and utility (including internet) expenses is offered to all ACLU of Montana employees working remotely during the pandemic.

APPLICATION PROCEDURE

All applications are treated confidentially. Please submit (in pdf format if possible):

1. A letter (of no more than one page) describing your interest in the position and the ways in which you satisfy the qualifications specified above. Please indicate in your letter where you learned of this position.
2. Resume.

Email your application to [jobs\[at\]aclumontana.org](mailto:jobs@aclumontana.org) or mail it to:

ACLU of Montana, Attn: Hiring
P.O. Box 1968, Missoula, MT 59806

Please put “Records Management Associate” in the subject line of your email/envelope.

Applicants with Disabilities: Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing to [jobs\[at\]aclumontana.org](mailto:jobs@aclumontana.org) to request reasonable accommodation at the time of application.

PROCESS

Application review will start August 11, 2022. Applications after that date are encouraged and will be accepted on a rolling basis until the posting is removed from the ACLU of Montana [Job Openings](#) page. We are aiming for a start date in mid-to-late August.

Our hiring process is managed by a dedicated hiring committee of two staffers from our HR & People team. The committee will begin careful review of all applications on August 11, 2022. The steps for finalist selection include an interview (via videoconferencing) with the hiring committee and reference calls for the selected finalist. We plan to extend a job offer to the finalist candidate by mid-August. We commit to regular communication with all applicants throughout the process, will apprise candidates of next steps as appropriate, and will promptly communicate any change in timeline above.

To learn more about the work of the ACLU of Montana, please visit www.aclumontana.org.