

The Community of St. Luke's Church
Smithville, ON L0R 2A0
905-957-1774
treasurer@stlukessmithville.ca
www.stlukessmithville.ca

Job Description

Job Title:

Historical Research Worker

What is the Community of St. Luke's Church?:

The Community of St. Luke's Church is a small mixed-ecology missional parish (consisting of traditional Anglican worship and non-religious social activities) in the Niagara Region. This missional ministry consists of community building in West Lincoln with other religious, non-profit, for-profit organizations, and local government to encourage an inclusive and welcoming atmosphere for those in the community who wish to participate socially regardless of their beliefs.

Job Summary:

This position reports to the Chair of the Cemetery Board and Treasurer and involves research about who are interred in our cemetery and communicating with respective loved ones there of. It involves contacting loved ones of existing interred individuals and plot holders to find out contact information and perhaps stories of those interred in the cemetery. It also involves research as required with local Historical groups, Township records, and internal records.

Responsibilities and Duties:

- Compile a registry of families connected to graves in the cemetery through researching files, making phone calls, follow-up emails and written communication, consulting parishioners and other investigative approaches
- Prepare letters and correspondence for families as required
- Prepare a short history of the cemetery from existing documents
- Prepare photography of gravesites, for compilation into a short publication
- Identify those individuals interred who served in a branch of the Canadian Armed Forces
- Other research duties as assigned

Qualifications and Skills Required:

- Interest in history and community. It would be beneficial to be currently enrolled or a graduate of a college or university program with a humanities major
- Ability to work independently without immediate supervision
- Self starter, problem solver, be persistent in a friendly way
- Be able to deal with others (both internally and externally) and handle situations with empathy and problem-solving skills
- Technically oriented to handle computer and other technology when necessary

Salary and Benefits:

- This is a position funded by Canada Summer Jobs
- Candidate must be between 15 and 30 years of age and possess a SIN identification or be able to obtain one
- Must be available for an eight week period beginning early July 2025 until later in August 2025
- Hourly wage of \$17.55 per hour (maximum of 280 hours)
- Candidates must be computer literate -Candidates will work both virtually and on-site as required