

Archdiocese of Galveston-Houston
Digitization Technician - Archives and Records
Downtown Chancery
1700 San Jacinto Street

SUMMARY

The Archdiocese of Galveston Houston Downtown Chancery Archives and Records Department seeks a Digitization Technician to prepare and scan documents for retention and access. Duties include but are not limited to digitizing parish sacramental records; processing scanned documents and organizing those into network and local drives; adding necessary labels and metadata; organizing the scanned documents for retention or disposal; performing other duties as assigned. This position requires a high level of confidentiality and mature professionalism as well as strong interpersonal skills in carrying out all tasks and responsibilities. The Digitization Technician is a full-time, 40 hours per week, 12-month, benefits eligible position.

The Digitization Technician must have the ability to use a laptop and/or workstation, fluently read, write, and speak English, and possess a valid Texas driver's license. This position will successfully serve as the key operator on scanners and other equipment. A complete working knowledge of Microsoft Office Suite and Adobe is essential.

EDUCATION and EXPERIENCE

Minimum high school diploma with some college or career school training preferred. Minimum of 3-5 years office experience working in a fast-paced professional office environment. Prior experience working in a Catholic office environment is a plus.

Suitable candidates may send a cover letter, minimum salary requirement*, and resume to resume@archgh.org. Please place **Digitization Technician** on the subject line.

****Submissions which do not include a minimum salary requirement may not receive consideration.***