

# Hillel Lodge LTC Foundation | Summer Historical Archivist — Canada Summer Jobs 2026

## Summer Historical Archivist

Hillel Lodge LTC Foundation | Ottawa, Ontario | Summer 2026 | **35 hrs/week** | **\$17.60/hour**

**Reports to: Executive Director & Development Coordinator**

### The Opportunity

---

Hillel Lodge has been at the heart of Ottawa's Jewish community for generations. The people who built it — the residents, the families, the volunteers, the donors carry stories that deserve to be preserved, shared, and celebrated for generations to come.

This summer, the Hillel Lodge LTC Foundation is launching a special history project, and we are looking for a thoughtful, curious, and organized young historian to bring it to life. As our Summer Historical Archivist, you will conduct oral history interviews, dig into archival materials, and help ensure that the richness of Ottawa's Jewish community legacy is protected and accessible for the future.

You will be sitting with elders, listening to remarkable stories, and working with staff, community members, historians, and archivists to build something that will last. If you care about history, community, and the power of storytelling, this is the summer opportunity for you.

This position is dependent on funding from the Canada Summer Jobs Grant and is available to youth aged 15 to 30 who are Canadian citizens or permanent residents.

### About Hillel Lodge LTC Foundation

---

Our donors, volunteers, and community partners share a common belief: that Ottawa's seniors and residents with disabilities deserve the very best.

Hillel Lodge has a unique and important place in Ottawa's Jewish history. For decades, it has served as a home, a gathering place, and a symbol of community care. The Foundation exists to support the Lodge and to honour the individuals and families whose generosity and commitment have made it what it is today. Preserving that story is an act of deep respect — and this summer, that work begins.

### What You'll Do

---

## Lead a Special History Project

You will be at the centre of a meaningful archival initiative, with responsibilities that include:

- Assisting with the planning and day-to-day management of the history project from start to finish.
- Working alongside Lodge and Foundation staff to identify and recruit interview subjects from across the community.
- Conducting warm, empathetic, and high-quality oral history interviews using video equipment.
- Archiving, preserving, and digitizing historical materials to ensure long-term accessibility.
- Collaborating with community organizations, historians, and educators to enrich the collection.
- Promoting history resources through public presentations and digital platforms.
- Ensuring ethical practices, informed consent, and confidentiality for all interview subjects throughout the process.
- Fostering diversity, equity, and inclusion in how oral histories are collected and shared.

## Collaborate and Contribute

You will be a full member of the team, with real ownership over this project:

- Working closely with the Executive Director, Development Coordinator, and community partners on priorities and direction.
- Participating in team meetings and bringing your perspective and ideas to the table.
- Managing project logistics, timelines, and materials independently while keeping the team informed.

## What You Bring

---

- We are seeking someone with genuine curiosity, deep respect for people and their stories, and the organizational skills to manage a project of this scope. You bring:
  - Education or experience in history, anthropology, oral history, or a related field.
  - Experience conducting interviews and operating recording and video equipment.
  - Strong communication and interpersonal skills for working with seniors and diverse community members.
  - Familiarity with ethical considerations in oral history and a commitment to cultural sensitivity.
  - Exceptional organizational and project management skills.
  - Comfort with relevant video-editing software.
  - A genuine dedication to diversity, equity, and inclusion in all aspects of the work.
  - Familiarity with Ottawa's Jewish community and its culture is a meaningful asset.

## Why This Summer

---

This summer, you will have the opportunity to sit with people who carry extraordinary stories, preserve those stories with care, and contribute to something that will outlast the summer by decades.

You will leave this role with a professional reference, a strengthened skill set, and a genuine connection to one of Ottawa's most cherished communities.

Canada Summer Jobs Eligibility: Applicants must be between 15 and 30 years of age at the start of employment and be Canadian citizens or permanent residents. For the Long-term Care position, you must have: a recent vulnerable sector police records check, be up to date with your COVID-19 vaccines, provide proof of a negative 2-step TB test, and complete the surge training before your start date. We can assist the successful candidate with these requirements.

Hillel Lodge LTC Foundation is committed to an inclusive recruitment process and welcomes applicants of all backgrounds. Please submit your CV and cover letter with the subject line **Historical Archivists** to [foundation@hillel-ltc.com](mailto:foundation@hillel-ltc.com)