Position Description: Health Equity Archivist

Organization: National Association of County and City Health Officials (NACCHO)

Date of position: July 1, 2014-September 30, 2014

Compensation: up to $15,000

Position description: NACCHO seeks to hire a contractor (an archivist or senior librarian) to create a searchable database of approximately 1,000 documents (primarily journal articles, reports, papers, and book chapters on the subject of health equity and related topics) in Endnote X7 using documents supplied by NACCHO. This will include working with staff to understand their database needs and utilizing critical thinking and creative skills to create an accessible database and categorization system, in addition to training lead staff on using the final product. The work must be conducted in NACCHO’s Washington, DC offices. Hours are flexible, but must be during normal business hours (M-F, 8:00am-6:00pm). NACCHO will provide online access to journals as well as a computer and space to work. An assistant will have uploaded the majority of documents into Endnote X7, but there may be some uploading from online articles or scanned hard copies involved.

Position responsibilities:

- Develop process for learning about needs of NACCHO staff related to this project, such as interviewing staff.
- Create plan for developing the database and soliciting feedback from NACCHO staff, including communicating progress to NACCHO staff, including any challenges.
- Develop a categorization system that captures the complexities and interconnectedness of the subject matter. Using visuals, network maps, or some other computer program to create a “map” of the categories and connections may be helpful.
- Work with NACCHO staff to identify categories for annotation and tag key words and other indicators that will make this library effective as a researchable database. Some of the categories will be provided in advance, others based on discussions as to what works most effectively and logically within Endnote X7. This may include some traditional subject headings, but will also necessitate creating categories based on how NACCHO staff use the articles and how they are connected.
- While an assistant will upload the majority of the documents into Endnote X7, this position will be responsible for organizing them into the database and may need to enter information into Endnote X7 from online articles or scanned articles and/or work with the assistant to ensure they are able to accurately categorize the articles in the database.
- Create a process to routinely solicit feedback from NACCHO staff and incorporating suggestions into the database.
- Train lead NACCHO staff on using Endnote X7 and accessing the database, including how to enter document data and search the database, through in-person meetings, to be agreed upon by the parties for specified periods of time during the contract period.

Qualifications/Skills:

- Self-directed and able to develop and manage an organized process for completing the work as well as identify and proactively address any unexpected issues that arise in creating the database.
• Must have advanced Endnote X7 skills. NACCHO staff will not be able to provide technical assistance in Endnote X7.
• Archivist with a strong technical background who has experience in creating complex databases that are accessible to people with limited Endnote X7 experience.
• A background in taxonomy may be helpful as the content will be organized based on subjects, although these will not all be in traditional subject headings (e.g. Library of Congress).
• Strong critical thinking skills and the ability to creatively address the unique aspects of this database.
• Strong communication skills, including the ability to understand the needs of database users who do not have advanced Endnote X7 skills.
• Background knowledge of other computer programs or tools to create a visual or network map of how the database categories relate to each other may be helpful.
• Must be familiar with research articles (e.g. able to identify abstract, etc.).
• Must be familiar with online university library systems, including being able to search for and locate articles.
• Interest in health equity and social justice is a plus, although not necessary.

To apply:
• Send resume and one-page cover letter to: healthequitydatabase@gmail.com by June 20, 2014.