

**Position Title:** Oral History Coordinator  
**Department:** Processing Division, Archives Department  
**Reports to:** Chief Archivist  
**Type of Position:** Full-time, 1-year term appointment  
**Salary:** \$30,000 with benefits

**Scope of Position:**

The Oral History Coordinator will coordinate the Kennedy Library's Oral History Program including editing/proofing interview transcripts, converting transcripts into electronic format, and supporting Library staff. The Oral History Coordinator will be an employee of the John F. Kennedy Library Foundation and will report to the Chief Archivist of the Kennedy Library and work under the supervision of the Head of the Processing Division. Work will be subject to periodic performance reviews and retention of this position will depend upon satisfactory performance.

**Responsibilities:**

- Edit, format, make PDF versions of transcripts and post them to Library website
- Convert various forms of oral histories to a consistent and stable media format
- Catalog and process collection of oral histories
- Plan, implement and review care of oral history collections

**Qualifications:**

- Required BA in English, History, or related field
- Proficiency in Windows software programs
- Meticulous attention to detail, strong organizational skills
- Demonstrated ability to work in fast-paced, team setting
- Strong communication skills
- Discretion to handle confidential information

Please send resume and cover letter to:

Mr. Allan Goodrich  
John F. Kennedy Library  
Columbia Point  
Boston, MA 02125  
Or email to: [allan.goodrich@nara.gov](mailto:allan.goodrich@nara.gov)