



## **Looking for Records Management Contractor**

The American Civil Liberties Union (ACLU) of Montana seeks a records manager to work in our local Missoula office for 12 weeks to help us organize a large amount of paper files. This is an independent contractor position.

The position requires the selected contractor to review files to package, inventory, store, and/or destroy them according to guidance provided. High attention to detail and accuracy, strong integrity, good communication skills, commitment to confidentiality and to serving the mission of ACLU of Montana are required.

We ask that the project be completed within four months (a max of 120 hours). We envision about ten (10) weekly hours with flexibility, depending on availability. We will consider proposals on a rolling basis and conduct interviews beginning July 7, 2022. The planned project start date is end of July, 2022.

## **About ACLU of Montana**

The ACLU of Montana (founded in 1972) is an affiliate of the national ACLU (founded in 1920) and operates as a private, independent, non-profit organization. We are the state's largest and most influential civil rights organization. **Our current top priorities are Indigenous Justice, criminal legal reform, LGBTQ rights, and voting rights.** We work on a range of additional issues including reproductive justice, immigrants' rights, freedom of speech and religion, and informational and digital privacy. The ACLU of Montana envisions a fair, equitable, and free Montana that welcomes and celebrates diversity of all kinds. In our Montana, everybody is treated with dignity and respect, and has equal access to rights and freedoms

We value a diverse workforce and an inclusive culture. We believe that having a board, staff, and volunteer base with diverse personal and professional backgrounds enhances our ability to meet our mission and creates an environment where all members of our community can thrive. We are committed to providing a work environment that honors and promotes a culture of equity, diversity, inclusion, and belonging and is free from discrimination and harassment. We are dedicated to a workplace culture that is anti-racist and anti-colonialist and strongly encourage proposals from individuals who align with these values.

To learn more about the work of the ACLU of Montana, please visit [www.aclumontana.org](http://www.aclumontana.org).

## **Term of Service:**

Approximately July 25 – October 14.



## **Scope of Services:**

Records manager contractor responsibilities include:

- Gain familiarity with ACLU MT Records Retention Schedule (RRS);
- Apply records processes and disposition rules to ACLU MT confidential records. This will look like reviewing files to identify, package, inventory, store and/or destroy them according to the RRS and best practices;
- Create an index of retained files for continued record management;
- Weigh in on ACLU MT information processes, including but not limited to, the organization, storage, archival, retrieval and sharing of information on multiple platforms;
- Consult and collaborate with the Operations Manager and Director of Finance and Operations on the project;
- Other duties that may be assigned within the scope of the above responsibilities.

## **Preferred Qualifications:**

We encourage you to apply even if you do not have these qualifications.

- Experience with physical records management policies, practices, and procedures;
- Experience with off-site records management companies;
- Organizational, time management and communication skills (verbal and written).

## **Submission:**

Please send a proposal or letter of interest including your experience and background to the ACLU of MT as well as your rate. E-mail: jobs [at] aclumontana.org with “Records Management” in the subject line. We will review proposals on a rolling basis until the position is filled. At that time, the position will be removed from the ACLU of Montana [Job Openings](#) page.