

The United States Association of
The Catechesis of the Good Shepherd

7655-A Main Street, Scottsdale, AZ 85251
480-874-3759
www.cgsusa.org



Application: www.cgsusa.org/leaven.aspx
Contact: volunteercoordinator@cgsusa.org

Position Title

CGSUSA Archivist

Purpose and Impact

CGSUSA wishes to preserve the legacy of our foundresses, Sofia Cavalletti and Gianna Gobbi, by preserving permanent records and historically valuable information about the method of CGS and the work of CGSUSA. Help us shine a spotlight on the impact of their lives and the work of CGS..

Scope of Work & Project deliverables

Collaborate with CGSUSA members, board and staff to collect, assess, organize, preserve, and recommend how to control and share access to materials, documents, photographs, video and sound recordings, and any other important information about the method of CGS, the work of CGSUSA, and the communication and spread of the work of Sofia Cavalletti and Gianna Gobbi.

Skills & Attributes

Passion for work of CGS and the impact of CGSUSA

Project management skills

Strong analytical, organizational, and research skills

Good written and oral communication skills

Familiarity with computers and applicable software

Attention to detail

Ability to work independently

Timeframe/schedule

Collection phase to begin January 1, 2020

Assessment and organization phase to begin April 2020

Recommendations for control and sharing options phase to begin July 2020

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Work Space

Work from home and take advantage of occasional Skype meetings or conference calls

Work Environment

We are a joyful group of colleagues in a casual but professional environment. We are spiritually-oriented, we love celebrations, and we enjoy sharing our mission and vision with visitors through sincere hospitality.

Archivist will work closely with the National Director.

Transportation

It is not envisioned that there will be a need for in-person contact, unless the candidate wants to travel to areas where items or their owners are located. (costs for this would have to be covered by the volunteer).

Motivators and Benefits

CGSUSA offers many benefits to our volunteers including: national acknowledgement and exposure through our website; local professional development and networking opportunities; participation in diocesan stewardship gatherings; a complementary one-year membership in CGSUSA with a copy of our 2015 publication, [Like Leaven](#); a discount on catechist formation courses; invitations to CGSUSA events and retreats and our annual Thanksgiving volunteer celebration, along with inclusion in regular office celebrations.

Your leadership will help CGSUSA to preserve the legacy of this important work!