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NEDCC Seeks Project Assistant for “Ready—Or Not”

Position Summary

The Northeast Document Conservation Center (NEDCC) is seeking a **Project Assistant** to support a new team in the [“Ready—or Not” Cultural Heritage Disaster Preparedness Project](#). “Ready—Or Not” (RON) is funded by the State of California, and this position has been funded through at least June 2026. An existing six-member team is conducting emergency preparedness assessments of local archives, historical societies, libraries, museums and tribal nations to help those entities create written disaster preparedness plans to protect their collections and ensure future public access. To complement this work, a new four-member team will provide additional training and consulting services related to emergency preparedness.

This full-time, remote position is **ideally based in California** as part of NEDCC’s established teleworking program. **Responsibilities include** maintaining project documentation; identifying and scheduling venues for in-person training; serving as point of contact for host sites; identifying site visit locations; scheduling travel for a team of two Emergency Preparedness Consultants and one Lead for RON Training Programs; sending follow-up surveys to clients; providing statistics for required project reports by their respective deadlines; assisting with contractor and subject matter expert paperwork; and assisting with marketing and outreach efforts. The Project Assistant will be trained and supervised by the Lead for “Ready—Or Not” Training Programs.

The “Ready—or Not” project provides a unique and exciting opportunity to focus on disaster preparedness and to have a tremendous impact on emergency preparedness for cultural and historic resource organizations throughout the state of California. The “Ready—or Not” project cohort is positioned within NEDCC’s [Preservation Services Department](#), a team of five employees based in New England, South Carolina, and California. Our most important characteristics are a passion for cultural heritage collections and an interest in helping others see and understand the value of preservation. We are excellent communicators in person and in writing, are able to step back and see a bigger picture, and are interested in finding creative but practical solutions to difficult problems.

The annual salary for this position is \$58,495.

Qualifications

Minimum qualifications for the Project Assistant position are:

- proficiency in Office 365, MS Outlook, Adobe Acrobat Pro, and Zoom Workplace;

- excellent organizational and time-management skills;
- experience with outreach or donor relations;
- familiarity with California cities, towns, and intrastate travel;
- excellent writing and interpersonal communication skills;
- demonstrated ability to work effectively with individuals from diverse communities and backgrounds;
- flexibility to work both independently and as part of a team;
- valid driver's license; and
- ability and willingness to travel **up to 10%**, including being able and willing to drive and fly as needed.

In addition to the above, the following qualifications are desirable but are not required for consideration:

- experience in a professional office environment;
- experience with travel planning and familiarity with travel planning tools;
- familiarity with Moodle LMS;
- grant administration experience;
- experience working with collections-holding institutions;
- familiarity with general preservation best practices (format identification, care and handling of materials, environmental management, emergency planning, etc.); and
- bilingual in English and Spanish.

About NEDCC

Founded in 1973, NEDCC is the first nonprofit center to specialize in the conservation and reformatting of paper-based materials, and over the years has expanded its services to include digital imaging and audio preservation. NEDCC's mission is to improve the preservation efforts of libraries, archives, historical organizations, museums, and other repositories; to provide the highest quality conservation and reformatting services to collections-holding institutions; and to provide leadership in preservation, conservation, and digital reformatting. Its services include book, paper, and photograph conservation; digital reformatting (imaging and audio); assessments and consultations; disaster assistance; online preservation education; and workshops and conferences. NEDCC has consulted with organizations across the country to plan for the long-term preservation of their collections and has worked with a range of institutions to reformat their deteriorating documents, photographs, negatives, and obsolete audio materials. NEDCC has treated many of the most significant paper-based collections in the United States. (See [NEDCC Stories](#) for projects of note.) NEDCC is located in Andover, MA, twenty-five miles north of Boston. For more information, please visit www.nedcc.org.

Only persons with the legal right to work in the United States are eligible to apply. NEDCC offers competitive salaries commensurate with education, experience, and skill, as well as an excellent retirement/benefits package. NEDCC is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Application Process

Applications will be reviewed as they are received, and the position will remain open until filled. To apply, please send a cover letter and resume in a single PDF to **Ann Marie Willer, Director of Preservation Services**, amwiller@nedcc.org. In the cover letter, explain how you meet the qualifications for the position.

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