

## Northwest Archivists (NWA): Policy for Acceptable Job Postings

The following three rules must be adhered to for job postings to be shared on the NWA website and through NWA social media channels:

1. NWA will only post jobs, internships, and volunteer positions in Alaska, Idaho, Montana, Oregon, and Washington.
2. Positions must have a salary or salary range listed.
3. Unpaid positions are discouraged. If an internship is unpaid then it must adhere to the United States Department of Labor's [Internship Programs Under the Fair Labor Standards Act](#) and follow the Society of American Archivists' [Best Practices for Internships](#) as a Component of Graduate Archival Education. Volunteer positions must follow the Society of American Archivists' [Best Practices for Volunteers in Archives](#).

If the job post is found to be in violation of the US Labor laws, or is otherwise in violation of professional best practices, the organization will be notified and the job post will be rejected.

Duration: Jobs will be posted until the application deadline or for a three-month period.

The Following are Required Elements for a Successful Job Announcement:

- Job Title
- Organization Name
- Location (where work is to take place)
- Level of FTE
- Temporary, Term, or Permanent
  - If Temporary or Term, List Date of Anticipated Project Completion
- Salary Range
- Job Description
- Job Requirements
- Level of Education
- Level of Experience
- Point of Contact for Application and Name of Supervisor (if different)

To learn how to craft a successful archivist job posting, please read [NWA's Guidelines to Help Craft a Successful Job Post](#). If the job post is missing one or more areas required for a successful post, the organization will be notified and publishing of the job on NWA's website will be delayed until a corrected version is received.

Please send official link to the job announcement and closing date (if known) to Colleen Needham.