



WRJ Mission Statement

Women of Reform Judaism (WRJ) strengthens the voice of women worldwide and empowers them to create caring communities, nurture congregations, cultivate personal and spiritual growth, and advocate for and promote progressive Jewish values.

Archival Curator Job Description

Chain of Command - Supervisory Contact Flow:

- District President
- District 1st Vice President

Objectives and Goals:

- Archivists appraise, edit, maintain and store permanent records and historically valuable paper and electronic documents including Shabbat services, Seder services, songs, prayers, agendas, meeting and plenary minutes for the SE District.

Responsibilities & Expectations:

- Appraise historical documents and archival materials
- Decide what documents are worthy of maintenance
- Create and maintain computer archives and databases of materials and documents
- Organize and classify archival records to make them easy to search through
- Ask Board and chairs to help gather documents
- Propose policy guidelines including standard format of documents to archive
- Attend WRJSE Board meetings