

Archive & Development Associate (Part-Time)

The Dui Hua Foundation is seeking a part-time Archive & Development Associate to assist on filing, archiving, and development support. In addition to organizing the Foundation's historical materials, the Associate will support development projects including gift administration, data entry, research, and outreach.

Candidates are expected to work for at least 15 hours per week at Dui Hua's office in downtown San Francisco.

About Us: The Dui Hua Foundation is a non-profit foundation which seeks clemency and better treatment for at-risk detainees through well-informed, mutually respectful dialogue with the People's Republic of China. Founded in 1999, Dui Hua is celebrating its 25th anniversary this year. For more info visit www.duihua.org.

Responsibilities include but not limited to the following:

- Scan, organize and arrange archival and manuscript materials as directed.
- Formulate procedures for organization and preservation of the materials.
- Review & label manuscripts, folders, and containers.
- Compile listings of materials in collections as appropriate.
- Office support, data entry, and other development projects as needed.

Desired Skills and Experience:

- Keen interest in data-archiving, human rights and US-China relations.
- Strong written communication skills.
- Proficiency with Microsoft 365, especially Excel. Experience with Adobe Creative Suite, Canva, Wordpress, Etapestry, and similar programs preferred.
- Proficiency in Chinese language skills, especially reading.
- Able to work independently and manage time effectively.
- Good problem-solving skills and attention to detail.

How to Apply:

Please submit your resume with a cover letter to jobs@duihua.org, subject line Archive & Development Associate. Your cover letter should address why you are a good match for this position, your availability and expected hourly rate.

The Dui Hua Foundation is an equal opportunity employer committed to creating a work environment where each individual is valued and respected as a member of our small team. We welcome applicants who identify in a multitude of ways across lines of race, ethnicity, age, religion, sexual orientation, gender identity and expression, disability, geography and socio-economic status.