

# Psychiatric Survivor Archives of Toronto (PSAT)



## Employment Opportunity

The PSAT Team is offering two short-term positions for individuals interested in helping organize and preserve important historical materials. This contract provides an opportunity to take part in meaningful, community-based archival work that helps protect and honour survivor and service-user history.

### Compensation and Hours:

- \$25 per hour (two positions available)
- Approximately 30 hours of work over 5–7 weeks
- In-person position; dates to be organized

### **Job Responsibilities:**

- Participate in an orientation session and short training on PSAT
- Collaborate with supervisors to develop a plan and schedule for work.
- Handle documents with meticulous care, as many originals are fragile.
- Organize, label, and preserve archival materials within the PSAT space.
- Photocopying, organizing and tidying shelves, typing and labeling materials, scanning and checking audio/ audio-visual items and equipment and library style cataloguing.
- Other related duties as assigned

### **Requirements:**

- Minimum 18 years of age.
- Accessed Gerstein Crisis Services in the last year.
- Currently underemployed or receiving Ontario Disability Support Program.
- Lived experience on the receiving end of mental health services.
- Ability to read English.
- Thoroughness and careful attention to detail.

Please send a cover letter and a brief statement of interest and any relevant documents to:  
[psychsurvivorarchives@gmail.com](mailto:psychsurvivorarchives@gmail.com)

By **March 1, 2026**