



# Archives of the Archdiocese of New York

201 Seminary Avenue, Yonkers, NY 10704 · 914-968-6200

**Institution:** Sisters of Our Lady of the Christian Doctrine / Archives of the Archdiocese of New York

**Position:** Archives Intern (paid)

The archives of the Roman Catholic religious community of the Sisters of Our Lady of the Christian Doctrine (RCD) are housed at the Archives of the Archdiocese of New York, located in Yonkers, New York. The RCDs were founded as a community in 1910, establishing Madonna House, a settlement house in New York City's Lower East Side. Madonna House offered childcare, citizenship classes, and other community services. A second location, Ave Maria House, was opened in the Bronx. As the value of the work the Sisters were doing became more apparent, the community sent sisters to South Carolina, Florida, and New Hampshire, among other places. In 1924, the Sisters bought property in Nyack, New York, to be used as a camp for children and the poor from Manhattan.

**Project Description:** About 10 years ago, some records of the community were transferred to the Archives at Fordham University, while others remained at the community's Nyack location. Now, all the records are going to be merged into one collection at the Archives of the Archdiocese of New York.

The Archives is looking for an intern to:

- Re-house the collection into acid-free boxes and folders
- Create an organizational structure and finding aid for the material
- If time permits, begin to sort through the extensive photograph collection

**Qualifications:** The Intern will work under the supervision of the Archivist of the Archdiocese of New York, and will be expected to consult with the superior of the Sisters of Our Lady of the Christian Doctrine. The intern is expected to be familiar with the fundamentals of archival organization and description as well as physical processing and should feel comfortable identifying significant archival content. Candidate must have completed or be currently enrolled in an archives and / or library science program with a concentration in archives.

Must be able to commit at least eight hours per week (ideally one full day), beginning as soon as possible, but specific hours and days will be arranged with the intern. This internship is paid.

Please note that the work will take place in Yonkers.

To apply, please send a cover letter and resume to Kate Feighery at [kate.feighery@archny.org](mailto:kate.feighery@archny.org).

Learn more about the [Sisters of Our Lady of the Christian Doctrine](#) and the [Archives of the Archdiocese of New York](#).