



Research Assistant *Volunteer Position Description*

- Purpose:** The Research Assistant will be responsible for conducting internet research on missing persons through Holocaust/WWII related databases, as well as searching on US address databases for persons believed to be in the United States. Conduct research to assist with requests for historical information from chapter workers and the general public on request.
- Description of Duties:**
- Conduct internet search through Yad Vashem Central Database of Shoah Victims Names
 - Conduct internet research through various genealogy sites, such as Ancestry.com
 - Develop contacts with key organizations by telephone or letter and research specific areas of service
 - Maintain reference/resource library; acquire new references
 - Respond to individual staff requests for assistance
 - Review selected books and write brief summaries, evaluate relevance to tracing work
 - Review periodicals for relevant articles and circulate among staff
 - Assist in compiling demographic data for specific regions
 - Assist in compiling resource lists for specific regions
 - Keep informed about conference/seminars relating to civilian victims of WWII, survivor issues, etc.
 - Development of resource file may require extensive research efforts at times and occasional visits to local libraries or institutions, which have archives regarding World War II.
- Qualifications:**
- Internet skills required, typing helpful
 - Interest or background in history and genealogy
 - Ability to analyze documents and determine relevance
 - Knowledge of research techniques helpful
- Time Commitment:** 4 hours a week in office (minimum)
- Orientation/Training:** Training provided on site as needed
- Benefits to Volunteer:**
- Experience in research with a real world application
 - Experience in online tracing
 - Unique opportunity to learn about WWII
 - Be part of an internationally respected organization
- Location:** Central Maryland Chapter
- Supervisors:** Tracing Program Manager and/or Tracing Coordinator
- Please contact:** Department of Human Resources and Volunteers
(410) 624-2020
Volunteers@arc-cmc.org
American Red Cross
Central Maryland Chapter
4800 Mt. Hope Drive
Baltimore, MD 21215
www.redcross-cmd.org
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