Organizational Assistant for Archival Work

I need an organized, decisive, intelligent person to help me sort out my mother's archives (she wrote the women's rights clause of the Japanese constitution) and other effects which need to be shipped to Mills College and possibly elsewhere. This will involve some scanning of documents as well as organization and categorizing of documents, photographs, and other effects. You can look her up on Google: Beate Sirota Gordon.

Knowledge of Japanese (and interest in women's rights and the arts) a significant plus.

The work will be done at my apartment on the upper west side and at a law office in midtown. Hours are flexible.

I estimate this project could take 2 weeks-month depending on my availability and the assistant's.

Salary $15 per hour.

Please send resume and message of interest to:

Nicole A. Gordon nicolegordon12@gmail.com