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| Job/Position Title: Genealogist: Lineage Verification | Effective Date: 2 Feb 2021 |
| Reports to: Director of Genealogy and Research Services | Weekly Hours: Flexible 20 to 40 |

Position Overview:

The General Society of Mayflower Descendants (GSMD) has openings in the Department of Genealogy and Research Services. These positions will work remotely as part of a team to process membership applications, by evaluating lineage information and documentation for completeness, validity, and correctness. Experience in professional genealogical research and methods is key to this role.

Required Qualifications & Skills:

- Two or more year's professional experience in genealogical research.
- Demonstrates proven experience resolving conflicting evidence and same name problems.
- Experience working with original and compiled sources, both original hard-copy and digital documents, as well as knowledge of advanced internet search techniques, including wildcard usage.
- Demonstrates strong writing skills; able to clearly explain complex research problems and provide recommendations for further research.
- Demonstrates advanced proficiency in word processing (Microsoft Word & Adobe PDF) software, and on and off-line database and lineage software.
- Attention to detail; experience in proofing and editing, as well as excellent time management and organizational skills.
- Communicate and respond to supervision effectively using video conference applications (Zoom, GoToMeeting, etc).

Preferred Qualifications:

- Genealogy accreditation or degree in related field.
- Experience with lineage society applications a plus.
- Proven track record of remote productivity a plus.

About The Mayflower Society:

Founded in 1897, The Mayflower Society, or General Society of Mayflower Descendants (GSMD), is a 501(c)(3) non-profit organization with national headquarters in Plymouth, Massachusetts. Membership requires proof of lineage to one of the passengers who travelled to America on the Mayflower in 1620. Its mission includes education about the Mayflower Pilgrims and maintaining the gold standard of lineage review through its research and publications. The Society publishes the Mayflower Families Silver Books and other Pilgrim related materials. It operates a genealogical research library at its Plymouth headquarters and offers tours of the historic Mayflower Society House.

Website: www.themayflowersociety.org
Twitter: twitter.com/gsmid

Facebook: facebook.com/themayflowersociety
Instagram: instagram.com/themayflowersociety

To apply, please send your letter of interest and resume to jobs@themayflowersociety.org by Feb 26th 2021. Finalists will be asked to provide a sample analysis of genealogy or family research submitted in narrative form.