

## Genealogical Transcription and Data Extraction Specialist

*Part-Time Position – 19 hours per week (On-site)*

### The Opportunity:

Are you passionate about family history research, skilled at decoding old handwriting, and excited by the idea of uncovering forgotten stories from the past? Join a team of like-minded professionals who thrive on piecing together historical puzzles and transforming them into meaningful genealogical records. At our collaborative and mission-driven organization, we don't just work with data—we bring families' stories back to life.

The American Pomeroy Historic Genealogical Association is seeking a meticulous and skilled Genealogical Transcription and Data Extraction Specialist to support our research team in preserving and sharing rich family histories. This role is perfect for someone who loves digging into historical documents, accurately transcribing content, and extracting meaningful genealogical facts and events to build solid family trees.

If you're looking for a collaborative environment where family history research comes alive, your attention to detail is valued, and your contributions help shape the legacy of the Pomeroy families across generations, we'd love to welcome you aboard.

### What You'll Do

- Accurately transcribe genealogical and historical documents, including handwritten and typewritten records from both physical and digital sources.
- Extract genealogical data (names, dates, locations, relationships, events) from original documents, transcriptions and summaries into Excel spreadsheets and/or RootsMagic genealogy software.
- Craft accurate and properly formatted genealogical source citations consistent with standards outlined in *Evidence Explained*.
- Perform quality control checks on transcription accuracy, citation formatting, and database entries and modify, as appropriate.
- Collaborate closely with genealogical research staff to ensure data integrity.
- Adhere to established Standard Operating Procedures (SOPs) for digital record naming, filing, and organization.

### Your Skills:

- Maintain a high standard of accuracy, confidentiality, and professionalism.
- Demonstrate thorough knowledge and consistent application of Board for Certification of Genealogists professional genealogy standards.
- Complete assigned tasks within established deadlines.
- Communicate clearly and promptly regarding any transcription or data discrepancies.

### What We're Looking For:

- High school diploma or GED

- Certificate in Genealogical Research from Boston University or equivalent coursework, education, and training (such as comparable genealogical certificate programs or demonstrated professional experience).
- Proven ability to read and accurately transcribe historical handwritten and printed documents.
- Experience crafting genealogical source citations based on *Evidence Explained* standards.
- Experience using AI tools for transcription, summarization, and extraction of genealogical data.
- Proficiency in Excel and RootsMagic software or similar genealogy software.
- Strong attention to detail, organizational skills, and overall computer proficiency, including the ability to operate various types of scanners.

#### **Preferred Qualifications:**

- Associate or Bachelor degree in history
- Previous professional experience in genealogical research, transcription or similar roles.
- Advanced genealogical research skills.

#### **What We Offer**

- Salary Range: \$18.00 - 21.00 per hour.
- Part-time position with benefits, based in Syracuse, NY.

#### **How to Apply**

Send your cover letter and resume to [apply@americanpomeroy.org](mailto:apply@americanpomeroy.org).

#### **About Us**

The American Pomeroy Historic Genealogical Association, founded by Bill Pomeroy of Syracuse, NY, promotes the study of American history through genealogical research. Our mission is to preserve the heritage of North American Pomeroy and allied families by conducting and sharing research in collaboration with others.

More information can be found at <https://www.americanpomeroy.org/>.