

## The Polish Genealogical Society of Minnesota (PGS-MN) Database Project Leader - Job Description

The Database project leader provides oversight of database projects of PGS-MN.

### ***Interests/Skills/Talents:***

- Member in good standing of PGS-MN
- Experience in dealing with Polish surnames and first names
- Ability to work with computers and digitized records
- Working knowledge of database software (i.e. Microsoft ACCESS)

### ***Responsibilities:***

1. Maintain databases and indexes of the ethnically Polish Catholic Church microfilm records obtained from the Archdiocese of St. Paul & Minneapolis.
2. Maintain database and index of the Polish White Eagle Association (PWEA) fraternal Insurance records located in the Immigration History Center at the University of Minnesota.
3. Print and update Polish church database indexes located in the Polish section bookshelves of the Hoffman Library at the Minnesota Genealogy Center, and for use at the Polish Festival Days or other promotional events as they occur.
4. Respond to database inquiries related to ethnically Polish churches in the Archdiocese of St. Paul & Minneapolis, and the PWEA databases.
5. Prepare "Family Ties" reports (primarily from the Archdiocese of St. Paul & Minneapolis) for members with ancestral surnames that are published in the PGS-MN newsletter.
6. Analyze the church data for different aspects and publish results in the PGS-MN newsletter and *Members Only* section of the website (for example: Analyze marriage records for ancestral villages; Analyze first names (given names) of children born to Polish parents).
7. Provide a report of committee work for Board of Director meetings, either in person or by written report.

December 2023