

Genealogist (Traditional Research)

Reports To: Executive Director of Institutional Strategy & Culture

Commitment: Flexible/Case Support (estimated hours based on case load)

Location: Remote

Status: Volunteer (Uncompensated)

Mission & Role Summary

The Genealogist Volunteer provides critical foundational research necessary to assist families of the missing and advance cases of unidentified human remains. This role focuses purely on traditional genealogical research, building comprehensive family trees that support both the organizational intake process and the complex research conducted by the Investigative Genetic Genealogy (IGG) teams. No genetic genealogy expertise is required for this role.

Key Areas of Responsibility

Foundational Case Research

- **Family Tree Development:** Conduct in-depth traditional genealogical research to accurately build and document family trees for the missing person or for close family members who have taken a DNA test.
- **Collaboration with Advocacy:** Work closely with Advocacy Volunteers and families to gather historical data, documents, and oral histories necessary for initial tree construction.
- **GEDCOM Support:** Ensure the resulting family tree data is organized and prepared for use as supporting evidence, including assistance in preparing standardized GEDCOM files.

Investigative Support

- **Team Assistance:** Provide targeted traditional genealogical support to IGG research teams by locating records and expanding family trees for DNA matches as required during the investigative phase.
 - **Record Sourcing:** Source all findings and adhere to established industry standards for genealogical documentation and proof.
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Requirements & Vetting

- **Technical Proficiency:** Demonstrated intermediate to advanced skill level in traditional genealogical research.
- **Security Mandate:** Must have access to a reliable, private internet connection and a personal computer that is password protected and not shared with others.
- **Vetting:** The offer to serve as a Genealogist volunteer is strictly dependent on the candidate successfully passing a comprehensive background check.
- **Confidentiality:** Must adhere to strict confidentiality agreements regarding sensitive case information.

Qualifications & Desired Attributes

- **Core Skill:** Strong foundational and advanced skills in traditional genealogical research are a significant plus.
- **Research Depth:** Experience utilizing specialized record sets (e.g., military, immigration, probate) is highly valued.
- **International Records:** Familiarity with non-US record sets and research methodologies outside of the United States is a significant asset.
- **Documentation:** Proficiency in genealogical software and databases for clear and concise documentation.
- **Multilingual proficiency** is highly desirable, particularly for international case research.
- **Note:** Expertise in Investigative Genetic Genealogy (IGG) or interpreting DNA results is not a requirement for this role.