



Stó:lō Service Agency - Human Resource Office

Building #5-7201 Vedder Road
Chilliwack, BC V2R 4G5

January 16, 2019

Librarian/Archivist (External)

Stó:lō Service Agency requires the services of a qualified Librarian/Archivist to fill a vacancy with the Stó:lō Nation Research & Resource Management Centre. *Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. Please self-identify on your cover letter or resume.*

The Librarian/Archivist is responsible for management and operation of the Stó:lō Archives and Library in accordance with Stó:lō Service Agency policies and best practices within the Archival and Library professions. The successful candidate will work out of the Central (Chilliwack) office.

Qualifications/Requirements:

The Librarian/Archivist reports to the Director of the Stó:lō Research and Resource Centre and supervises the Assistant Librarian and the Genealogist. **Principal duties:**

Manages a significant collection of archival records in diverse formats including: photographs, maps, electronic records, sound recordings, books, and ephemera. Duties include acquiring, authenticating and appraising archival materials, assessing conservation requirements, maintaining intellectual control of the collection, developing finding aids according to Canadian archival standards and recommending materials for deaccession.; Supervises the operation of the Stó:lō Library, providing direction and guidance for the Assistant Librarian as required.; Responds to a wide variety of reference requests.; Seeks funding via grant writing to support and expand capacity; Develops and maintains connections with the broader library and archives professional community and institutions; Develops opportunities for work experience, with specific interest in relation to the Stó:lō community; Assists colleagues with research, and supports relevant research initiatives; Administers and maintains the Stó:lō Research Registry; Prepares written reports as required; Assistance with the bi-annual Stó:lō Ethnohistory Field School; Administrative support for the Stó:lō Xwexwilmexw Treaty Table; Support for the House of Respect Caretaking Committee; Participates in other Stó:lō Research and Resource Management activities and works outside of standard hours from time to time; Other tasks and initiatives as required.

Education/Experience:

- University degree in Archival Science or Library and Information Sciences.
- Up to date knowledge of the principles, practices and values of archival science and familiarity with their practical application.
- Experience providing reference and research services to colleagues and the public.
- A strong interest in and preferably knowledge of Stó:lō history and cultural traditions an asset.
- Experience using a computer database system such as PastPerfect for managing archival and library collection.
- Must have proven ability to work on a variety of computer programs including MS Word, Windows 10, Excel and Access.
- Excellent interpersonal and communication skills marked by professionalism, teamwork and courtesy. Ability to relate to a wide range of users in order to provide the appropriate resources and/or services.
- Must have strong organizational skills
- A valid Canadian driver's license.
- Ability to maintain a healthy working relationship with staff, community representatives/members and representatives of other organizations
- Maintain the confidentiality guidelines of all records, materials and communications concerning clients, staff and Stó:lō Service Agency

Successful candidates will be required to provide the following if screened in for an interview:

- Proof of education documentation
- References: Three names and phone numbers of recent supervisors
- Must hold a valid BC driver's license and pass the Ministry of Public Service Criminal Record Check

SALARY RANGE:

Dependent upon qualification and experience

TYPE OF POSITION:

Full-time Position

Full-time with benefits, subject to 3-month probationary period and planned performance evaluations.

APPLICATIONS DEADLINE:

4:00pm, February 13, 2019

Candidates will be screened according to the qualifications/requirements. **Interested candidates are required to submit a resume and covering letter.** Please include position title on subject line. Send to:

Stó:lō Service Agency Personnel Department
Bldg. #5A, Floor #2 – 7201 Vedder Road
Chilliwack, BC V2R 4G5
Email: jobs@stolonation.bc.ca
Fax: (604) 824-5342

For more information about this and other employment opportunities, visit www.stolonation.bc.ca

We regret that we will only respond to those applicants chosen for an interview. We thank all applicants for their interest.