Stó:lō Service Agency – Human Resource Office
Bldg. # 8A - 7201, Vedder Road, Chilliwack, B.C., Canada, V2R, 4G5
Tel. (604) 824-3202

May 25, 2021

1 – ARCHIVES CLERK
SUMMER YOUTH PLACEMENT POSITION

Stó:lō Service Agency requires the services of one (1) qualified **Archives Clerk – Summer Youth Position** to work with the **Stó:lō Research & Resource Management Centre (SRRMC)**. 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 **Archives Clerk** will primarily work as part of the library and archives and genealogy teams to assist in the management of Stó:lō documentary resources stored at SRRMC. Working in our library/archives facility, (s)he/they will work with our Librarian/Archivist and Genealogist to assist with community member reference and research requests. Other tasks may include transcribing Stó:lō Elder interviews, digitizing materials and files, and organizing and filing resources for future use. This position reports to the Librarian/Archivist.

QUALIFICATIONS/REQUIREMENTS:

- Familiarity and understanding of Stó:lō and/or other First Nations culture, traditions and history with a commitment to learning more about Stó:lō culture and history.
- Hardworking, team player, and excellent communicator, both verbally and in writing.
- Must be comfortable working independently and in a collaborative team environment.
- Ability to maintain healthy working relationship with staff, community representatives/members and representatives of other organizations.
- Familiarity with a variety of Windows computer programs and databases including MS Word and Excel.
- Must be capable of lifting and carrying boxes of up to 50 lbs.
- Problem-identification and problem-resolution skills.
- Effective attention to detail.

ASSETS:

- Post-secondary courses in Anthropology, First Nations/Indigenous studies, Geography and/or History.
- Experience working in a library and /or archives facility.
- Experience working with First nation Documentary heritage.

SUCCESSFUL CANDIDATES WILL BE REQUIRED TO PROVIDE THE FOLLOWING IF SCREENED IN FOR AN INTERVIEW:

- References: Three names and phone numbers of recent supervisors.
- Must successfully pass the required pre-employment RCMP Criminal Record Check.

SALARY RANGE: **$20.00-$22.00**/hour dependent upon qualification and experience
TYPE OF POSITION: Term – Summer Employment: July to the end of August (8 weeks of contract, 35 hours per week)

APPLICATIONS DEADLINE:	**CLOSED ONCE FILLED WITH QUALIFIED YOUTH**

This position is funded by the Canada Summer Jobs program. To be eligible, you must:

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the immigration and Refugee Protection Act for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled work in Canada in accordance with BC Legislation and regulations.

**International sutdents are not eligible particiapants.

Interested candidates are required to submit a resume and cover letter indicating the job title above to:

Stó:lō Service Agency Personnel Department
Bldg. #8A, Floor 1 – 7201 Vedder Road
Chilliwack, BC V2R 4G5
Email: jobs@stolonation.bc.ca

For information about this and other employment opportunities through the Stó:lō Service Agency, 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.