Stó:lō Service Agency – Human Resource Office
Bldg. # 8A - 7201, Vedder Road, Chilliwack, B.C., Canada, V2R, 4G5
Tel. (604) 858-3366

June 5, 2023

ARCHIVES CLERK
(EXTERNAL)

Stó:lō Service Agency (SSA) requires the services of a 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 a 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.
- Must have problem-identification and problem-resolution skills.
- Effective attention to detail.

ASSETS:

- Post-secondary courses in Archaeology, First Nations/Indigenous studies, Geography and/or History.
- Experience working in the field.
- Experience working with First Nations material culture collections.

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

- Post-secondary courses in Archaeology, First Nations/Indigenous studies, Geography and/or History
- References: Three names and emails of recent supervisors
- Must possess and maintain a valid Class 5 BC Drivers' License
- Must successfully pass the required pre-employment Criminal records Check
- SSA has implemented a mandatory COVID-19 vaccination policy, requiring all staff to be fully vaccinated

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

APPLICATIONS DEADLINE: **Open Until Position is Filled**

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 to work in Canada in accordance with BC legislation and regulations.

****International students are not eligible participants**

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. #8A, – 7201 Vedder Road
Chilliwack, BC V2R 4G5
Email: jobs@stolonation.bc.ca

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