



Stó:lō Service Agency - Human Resource Office

Building #8-7201 Vedder Road
Chilliwack, BC V2R 4G5

April 12, 2023

CULTURAL HERITAGE COLLECTIONS ASSISTANT (EXTERNAL)

Stó:lō Service Agency (SSA) requires the services of a qualified **Cultural and Heritage Collections Assistant – Summer Youth Position** to fill a vacancy with the Stó:lō Research and 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 **Cultural and Heritage Collections Assistant** will help with the management of material cultural resources stored within the Heritage Stewardship and Archaeology Unit at SRRMC.

- Work will emphasize handling and organizing Stó:lō material culture items using our database.
- Developing community outreach educational and interpretive materials.
- Tasks will include field work, cataloguing, documenting, and photographing material culture items.
- Digitizing field notes and maps, organizing material culture items held in the Stó:lō Material Culture Repository
- Responding to information research requests.

This position will report to the Archaeology Manager, and Archaeologist. The successful candidate will work out of the Central (Chilliwack) Office.

QUALIFICATIONS/REQUIREMENTS:

- **This position is funded by the Young Canada Works in Heritage Organizations program. To be eligible, you must:**
 - Be between 16 and 30 years of age at the start of employment.
 - Be a Canadian citizen, permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visa's or awaiting permanent status are not eligible).
 - Be willing to commit to the full duration of the work assignment.
 - Not have another full-time job (over 30 hours a week) during the work assignment.
 - Have been a full-time high school, college, CEGEP or university student in the semester preceding the work assignment.
 - Intend to return to full-time studies in the semester following the work assignment.
- Post-secondary courses in Archaeology, First Nations/Indigenous studies, Geography and/or History, preferred.
- Museum studies courses or a cultural resource management diploma, preferred.
- Experience working with First Nations material culture collections.
- Experience working in the field.
- Awareness of Stó:lō culture.
- Familiarity with a variety of Windows computer programs including MS Word and Excel.
- Eager and willing to learn team dynamics, and ability to work independently or with minimal supervision.
- Ability to maintain a healthy working relationship with staff, community representatives/members and representatives of other organizations. Including collaboration with other SSA programs and staff as required.
- Must maintain confidentiality guidelines of all records, materials and communications concerning clients, staff and SSA.
- Must be capable of lifting and carrying boxes of up to 50 lbs.
- Hardworking, team player, and excellent communicator, both verbally and in writing.

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

- Proof of education documentation.
- References: The names, phone numbers, and email addresses of three references (e.g., recent supervisors/managers).
- Must possess and maintain a valid Class 5 BC Drivers' License.
- Must successfully pass the required pre-employment Ministry of Public Safety and Solicitor General Check.
- SSA has implemented a mandatory COVID-19 vaccination policy, requiring all staff to be fully vaccinated.

SALARY RANGE:

\$20.00-\$22.00 per hour, commensurate with qualifications/experience.

TYPE OF POSITION:

Term-Summer Employment: July to September (13 week contract, 40 hours per week)

APPLICATIONS DEADLINE:

Open until position is filled

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 Floor 1 – 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

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