



**Stó:lō Service Agency - Human Resource Office**

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

September 29, 2022

**GENEALOGY ASSISTANT**

Stó:lō Service Agency requires the services of a **Genealogy Assistant** for the **Stó:lō Research and Resource Management Centre (SRRMC)**.

The **Genealogy Assistant** will provide support to the **Genealogist** via technical assistance and expertise on the development of the Stó:lō family tree database. The Genealogy Assistant will help with digitization of materials including charts, community records, church records, etc. They will assist with family history research and general administration for the Genealogy department including photocopying, scanning, filing, file formatting, purchasing supplies, and other duties as assigned by the Genealogist. The Genealogy Assistant will also provide research for the *Xyólhmet ye syéwíqwélh: Taking Care of Our Children* project.

**QUALIFICATIONS/REQUIREMENTS:**

- Must have current, valid class 5 Driver's License.
- A certificate in Genealogical Methods or related studies an asset.
- Must have knowledge or experience of genealogical methods, sources of information, and suitable software.
- Able to maintain a network of connections in the genealogy and historical fields.
- Must be a clear communicator with strong verbal, reading and writing skills.
- Must have knowledge or be willing to learn about Stó:lō culture and history.
- Demonstrated abilities: thorough research, attention to detail, and working independently.
- All staff must maintain the confidentiality guidelines of all records, data, materials, and communications concerning clients, staff and Stó:lō Service Agency.
- Experience using typical office computer programs (i.e. MS Office's Outlook, Word, Excel, Power Point, etc.).
- Stó:lō Service Agency has implemented a mandatory COVID-19 vaccination policy, requiring all staff to be vaccinated.

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

- Proof of education/training documentation.
- References: Three names and phone numbers of recent supervisors.
- Must possess and maintain a valid BC Drivers' License.
- Must successfully pass the required pre-employment RCMP Criminal records Check.

**SALARY RANGE:** \$20 - \$25 per hour depending on qualifications and experience.

**TYPE OF POSITION:** Full Time Position from October 2022 – August 31, 2023 with possibility of extension.

**APPLICATIONS DEADLINE:**

**4:00 PM, Friday, October 14, 2022**

Interested candidates should submit a resume and indicate the job title position above on their covering letter in confidence to:

**Stó:lō Service Agency Personnel Department**

Bldg. #8A - 7201 Vedder Road

Chilliwack, BC V2R4G5

Email: [jobs@stolonation.bc.ca](mailto:jobs@stolonation.bc.ca)

For more information about this and other employment opportunities, visit [www.stolonation.bc.ca](http://www.stolonation.bc.ca)