



Stó:lō Service Agency - Human Resource Office

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

September 29, 2022

GENEALOGY STUDENT – PART-TIME

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

The **Genealogy Student** will provide support to the Genealogist and Genealogy Assistant via technical assistance and expertise on the development of the **Stó:lō family tree database**. The Genealogy Student 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 to help support the department.

QUALIFICATIONS/REQUIREMENTS:

- Minimum Grade 12 education, currently enrolled in a Post Secondary Institution, and a willingness to learn about genealogy.
- Must be a clear communicator with strong verbal and written skills.
- Must be willing to learn about Stó:lō culture and history. Knowledge and understanding of the Stó:lō political landscape, culture, traditions, history, and current land and resource issues would be an asset.
- 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 (ie. MS Office's Outlook, Word, Excel, Power Point, etc.).
- Experience using social media (i.e. Facebook) for community outreach.
- 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 - \$22 per hour depending on qualifications and experience.
TYPE OF POSITION: Part Time Contract from October 2022 – August 31, 2023

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

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