



## Stó:lō Service Agency - Human Resource Office

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

June 3, 2024

### CULTURAL HERITAGE COLLECTIONS ASSISTANT-Internship

Stó:lō Service Agency (SSA) requires the services of a qualified **Cultural and Heritage Collections Assistant – Intern** 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 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.
  - Be unemployed or underemployed.
  - Be a college or university graduate; and
  - Not receiving Employment Insurance (EI) benefits while employed with the program.
- Must be a graduate from college or university with an interest in history, First Nations/Indigenous studies, archaeology or anthropology (with a focus in archaeology).
- 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.
- 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:

**\$24.00 per hour**, commensurate with qualifications/experience.

#### TYPE OF POSITION:

**Term- September 2024- March 31, 2025**

**APPLICATIONS DEADLINE:**

**Open until July 5, 2024.**

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

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