



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: DATA & GENEALOGY CLERK
PROJECT: KINDER MORGAN CULTURAL AND HERITAGE STUDY
SUPERVISOR: LANDS, LEASE & TAX MANAGER
TERMS: July 2017 to March 2018
JOB REFERENCE#: 2017 - 057

The purpose of this position is to assist the Project Coordinator and the Project Team, with providing data compilation and input, genealogy research, oversight, analysis and interpretation. This position is responsible for gathering, analyzing, interpreting and using historical research data from a wide variety of sources and being able to extrapolate that data to be understood by the different team members and stakeholders, as it pertains to the project purpose. It provides data analysis and support to the consultation and accommodation activities of the Kinder Morgan Cultural Heritage Study.

DUTIES AND RESPONSIBILITIES:

Provide data and genealogy compilation, input, oversight, analysis, and interpretation in regard to the Cultural Heritage Study findings.

- Gathers genealogical, cultural and historic data (field and office), analyze, interpret, and report out on to the project team.
- Helps with reporting by and providing an analysis and recommendation on findings.
- Works with elders and traditional knowledge keepers to capture historical data, through oral and written traditional avenues and sources.
- Participates in field checks and verification of compliance with findings when requested.
- Manages all project data in a professional and confidential manner.
- Makes recommendations to the Project Coordinator with respect to project findings.
- Maintains confidentiality on all matters of the project, and the Tk'emlúps te Secwépemc (TteS).

All other duties as related to the role required.

POSITION QUALIFICATIONS:

Professional Certification, Education/Certification Diploma

- Certificate/Diploma in a relevant discipline and/or (2) two years directly related experience or an equivalent combination of education and experience in the data management
- Experience working with First Nations is preferred.
- Valid Class 5 Drivers Licence.

Skills and Abilities

- Working knowledge of data analytics and statistical interpretation and modelling.
- Strong oral and written communication skills.
- Strong analytical, organizational, coordinating and planning skills.
- Proven ability to work unsupervised in a field environment
- Proven ability to set priorities and meet deadlines.
- Ability to take initiative.
- Strong tact and diplomacy.
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Ability to work in multi-cultural settings.

HOURS OF WORK: Normal day shift – 7 hours per day. Non – normal shift may be required.

PAY GRADE: As per current salary grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

Deadline for the Job posting is JULY 4, 2017 to be received no later than 2:00 p.m.

**Submit Job Application Form, cover letter, resume, and references
online: tkemlups.ca, or by email: resume@kib.ca, or by fax: 250.828.9847,
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &
closed for lunch from 12:00pm to 1:00pm**

**We require each applicant to fill out
an online [Job Application Form](#), which can be found on the tkemlups.ca website**

Any late submissions will not be considered.