



STKEMPLUPSEMC TE SECWÉPEMC NATION

As represented by the Tkemlúps te Secwépemc and the Skeetchestn Indian Band

SUPERVISOR:	SSN Cultural Heritage Manager
DEPARTMENT:	Cultural Heritage
POSITION/TITLE:	Cultural Heritage Assistant
TERMS:	1 year contract with potential renewal

Job Posting: Cultural Heritage Assistant

KEY DUTIES & RESPONSIBILITIES:

- Act as Departmental contact person for Elders, Knowledge Keepers, and other SSN community members
- Field general departmental phone calls, emails, and handle general departmental logistics and co-ordination
- Contact and arrange interviews for Departmental research purposes
- Work with Cultural Heritage Manager to ensure all data is secure and confidential by helping to develop a Departmental data management plan
- Work with Cultural Heritage Manager and Researcher & Report Author to create and make sure all forms are updated; ensure all forms are used in each interview
- Collaborate with research team to complete Departmental deliverables and objectives
- General administrative duties
- Other duties as required

SECONDARY DUTIES & RESPONSIBILITIES:

- Assist in conducting interviews in respective communities on hunting, gathering, and fishing; as well as, assisting Cultural Heritage Researchers to conduct socio-economic surveys for each community
- Lead, record, transcribe, and follow-up on interviews, focus groups, and community meetings
- Analyze written documents independently; assist Cultural Heritage Manager, Researcher & Report Author, and Cultural Heritage Researchers with various research tasks
- Take part in field visits with Departmental personnel and community members

REQUIRED QUALIFICATIONS:

- Knowledge and experience in developing and conducting questionnaires, interviews, field visits and archival research
- Ability to work independently, and as part of a team, with minimal supervision
- Ability to handle confidential information in a trusted and responsible manner
- Effective written and interpersonal communication skills
- Strong teamwork, problem solving and service orientation skills
- Must be willing to work flexible hours based on project requirements
- Valid BC Driver's Licence with reliable transportation
- Experience working with First Nations is an asset
- An Accredited Field School Certification is an asset
- Other related duties required by Stkemplupsemc Enterprises Inc. (SEI) and SSN



OTHER QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- Preference will be given to members of the Secwépemc Nation or individuals of Aboriginal descent
- Applicants should have a strong understanding and respect of Secwépemc culture, tradition, and history

HOURS OF WORK: Full Time Position
PAY: Starting \$21.00/hour
LINE OF AUTHORITY: Reports to **SSN Cultural Heritage Manager**

Application Deadline: **January 14, 2022 at 4:00 PM**

Submit cover letter and résumé to the attention of: Jordann Hazelwood

Stk'emlúpsemc te Secwépemc Nation

Tel: 250-373-0023 Fax: 250-373-0025

Email: careers@stkemlupsemc.ca

The SSN thanks all applicants for their interest; only applicants shortlisted will be contacted.

