The Carrier Sekani Tribal Council (CSTC) provides resource and technical support to member communities in the areas of fisheries, education, economic development, community and infrastructure planning, forestry, financial management. Supporting those aims, the CSTC Library and Archives cares for the organization’s archival records, and manages a library containing publications and historic resources pertaining to First Nations peoples in the interior of BC.

The CSTC is a Non-Profit Organization located in Prince George BC, on the traditional unceded lands of the Lheidli T’enneh, and is seeking a highly motivated individual to fill the position of;

**ARCHIVES ASSISTANT**

**Job Summary**

The primary purpose of the Archives Assistant position is to provide on-site map scanning. Working under the direct supervision of the CSTC General Manager, the Archives Assistant will work to inventory and scan maps in the custody of the Library and Archives, with the goal to make them more accessible to CSTC Member Communities. This will involve organizing a large volume of maps, then scanning them into the system. The position requires an ability to work independently with minimum supervision and be able to follow instructions, stay motivated, and report on project progress. The incumbent must be proficient in knowledge of Microsoft Office Applications, and maintain a high degree of confidentiality. Job tasks and responsibilities are as follows:

**Job Responsibilities/ Duties:**

* Receive basic training in archival theory and practice.
* Create inventories of unprocessed archival material on site.
* Update current Excel inventories to include more details including Community Names.
* Assist with project reporting with management.
* Provide reference and research services as requested.
* Support the administrative and operational aspects of the department as much as possible.
* Other duties as required.

**Working Conditions:**

This is a part-time Term position (January 6th, 2025 – March 31, 2025), and hours of operation are from 8:30am-4:30pm, Monday to Friday. Position can be flexible to candidate’s needs, approximately 20 hours a week. Time and work can be extended if needed and or agreed upon.

**PREFERRED QUALIFICATIONS and EDUCATION:**

The Archives Assistant position requires experience working in First Nations governments, organizations, or communities in education, cultural, or language projects and roles; Experience working within library, archives, or museum environments; or experience or training in records management are all considered assets for the role. Other combinations of experience and education will be considered. Overall, the successful candidate for this role should possess:

* Training and/or experience in libraries, archives or records management is an asset (at least one is required)
* Demonstrated ability to work independently
* Motivated, reliable and dependable
* Strong interest in working with community cultural heritage and records management in a First Nations framework
* Ability to accurately follow instructions, both written and verbal
* Intermediate experience with the Microsoft Office suite, including Excel and Teams
* Strong communication skills, both verbal and written
* Professional attitude and ability to handle confidential and sensitive information
* Ability to lift boxes up to 35lbs
* Attention to detail

Wage: $20-$23/hr. based on education and experience.

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be construed as an exhaustive list of all duties, responsibilities, and/or skills required of the incumbent.

If you are interested in this position submit a cover letter and resume by 4:30 pm **December 31, 2024,** to:

Carrier Sekani Tribal Council

Attention: Bev Best

Email: generalmanager@cstc.bc.ca

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted.

Preference will be given to those of Aboriginal Ancestry per Section 16 of the Canadian Human Rights Act. People of Carrier Sekani are encouraged to apply.