



STK'EMLUPSEMC TE SECWPEPMC NATION

As represented by the Tk'emlups te Secwepemc and the Skeetchestn Indian Band

Job Postings (2)

DEPARTMENT: Stk'emlupsemc te Secwepemc Nation (SSN)
SUPERVISOR: SSN Cultural Heritage Coordinator
POSITION/TITLE: SSN Research Assistants (2)
TERMS: 1 year contract with potential renewal

POSITION AVAILABLE: 2

Research Assistant – one research assistant from both Tk'emlups te Secwepemc and Skeetchestn Indian Band.

KEY DUTIES & RESPONSIBILITIES:

- Conducts interviews in respective communities on Hunting, Gathering, Fishing (seasonal round method); as well as conduct socio-economic surveys for each community
- Record, transcribe and follow up interviews, focus groups, community meetings
- Conducts archival research
- Ensure all data is secure and confidential
- Create consent forms and ensure they are used in each interview
- Provide information needed for maps to GIS Technician, Field Crew, Researchers, Archaeologist, and Archaeology Coordinator
- Presentation of research to Oversight Committee meetings and community meetings
- Ability to analyse written documents independently, as well as assist Ethnobotanist and Cultural Heritage Coordinator
- Collaborate with research team to complete all deliverables
- Other duties as required

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 Class 7N with reliable transportation
- Experience working with First Nations is an asset
- An Accredited Field School Certification is an asset
- Other related duties required by Stk'emlupsemc Enterprises Inc. (SEI) and SSN



OTHER QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

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

HOURS OF WORK: Flexible hours based on role and project requirements

PAY: Commensurate with this position

LINE OF AUTHORITY: Reports to **SSN Cultural Heritage Coordinator & SSN Executive Director**

Submit cover letter, résumé and three references to attention of:

Nancy Bonneau, Stk'emplupsemc te Secwepemc Nation

P.O. Box 188, Savona, BC V0K 2J0

Tel: 250.373.0023 Fax: 250.373.0025

Email: nancy@stkemplupsemc.ca

Application Deadline: March 31, 2017

The Stk'emplupsemc te Secwepemc Nation thanks all applicants for their interest; however, only those individuals who meet or exceed the identified qualifications for each position will be contacted. We thank all interested parties in advance for their interest in SSN.

