



# STK'EMPLUPSEM te SECWPEM NATION

As represented by the Tk'emplup te Secwepemc and the Skeetchestn Indian Band We  
Don't Have a Political Mandate, We Have a Responsibility, We are Yecminme7

## Employment Opportunity

Stk'emplupsemc te Secwepemc Nation consists of the Tk'emplup te Secwepemc and Skeetchestn Indian Band and is a historical and traditional Caretaker Unit of the Secwepemc Nation. The SSN, as the governing organization responsible for Title and Rights on the territory, deals with matters and projects within the SSN's ancestral lands.

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### **CULTURAL HERITAGE MANAGER:**

The Cultural Heritage Manager is an experienced leadership role within Stk'emplupsemc te Secwepemc Nation. The primary focus of the position is to provide specialized expertise to the SSN's Director of Operations, leadership and negotiation team in the field of cultural heritage. The role will work collaboratively to develop workplans, budgets and schedules for conducting cultural heritage studies and related projects that align with the SSN's vision for the future as well as customs and traditional laws. The Cultural Heritage Manager will strive to safeguard all aspects of SSN culture by building and implementing SSN's own cultural heritage laws applicable throughout the ancestral lands.

### **KEY RESPONSIBILITIES**

- Drafts, adopts and implements SSN's cultural heritage laws through collaboration with knowledge keepers, leadership and community family representatives
- Oversees and manages workplans, timelines and budgets for a number of concurrent projects
- Determines the makeup of the team (staff/contractors), including supervisory duty for cultural heritage staff.
- Collaborates on the development of research methodology for field studies, interviews and supporting studies
- Ensures the delivery of high quality, professional and culturally relevant study reports by the team;
- Works closely with staff/contractors to compile all information, research and deliverables.
- Coordinates the final writing, review and sharing of cultural heritage studies and other reports, including landscape-level and site specific protection plans
- Facilitates and engages in dialogue between contractors, proponents and SSN communities in regards to cultural heritage projects;
- Fulfills a leadership role in a dynamic, team-oriented work environment that involves staff, contractors and various committees;
- Reviews environmental, archaeological, socio-economic and other reports to assess for cultural heritage concerns
- Chairs the monthly Cultural Heritage Oversight Committee meetings;
- Fosters strong working relationships with management, staff, professional colleagues, community-based stakeholders and the communities.

## **QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITIES**

- A University degree related to Cultural Heritage and/or relevant work experience.
- 10 years' experience in a similar role, preferably for an indigenous organization
- Applicants should have a strong understanding of Secwepemc culture, tradition and history.
- Project management experience, including project development, managing budgets, planning, implementation and evaluation required;
- Managerial experience, overseeing contractors and staff
- Experience with information management and data collection, including primary and secondary research materials
- Superior interpersonal, presentation and communication skills (written and verbal);
- Advanced analytical, research and engagement skills;

## **OTHER REQUIREMENTS INCLUDE:**

- Valid Class 5 driver's license and clean driver's abstract
- Ability to navigate and work in remote locations, as needed;
- Ability to work flexible hours (i.e., short-notice or extended hours)

## **WORK ENVIRONMENT**

- Work from home during Covid-19 restrictions
- Full-time Permanent, Monday to Friday 7 hour days

**REMUNERATION:** Commensurate with this position and relevant experience

**LINE OF AUTHORITY:** Reports to Director of Operations

Preference will be given to members of the Secwepemc Nation or individuals of Indigenous descent.

Submit cover letter and résumé to the attention of: Robin Billy

### **Position Open Until Filled**

Stk'emlupsemc te Secwepemc Nation  
P.O. Box 188, Savona, BC V0K 2J0  
Tel: 250-373-0023 Fax: 250-373-0025  
**Email:** [careers@stkemlupsemc.ca](mailto:careers@stkemlupsemc.ca)

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