



# STK'EMLUPSEMC te SECWPEMC NATION

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

## Employment Opportunity

Stk'emlupsemc te Secwepemc Nation (SSN) consists of the Tk'emlups te Secwepemc and Skeetchestn Indian Band which is a historical and traditional Caretaker Unit of the Secwepemc Nation. The SSN is the governing organization which deals with matters and projects within the SSN territory.

### **CULTURAL HERITAGE RESEARCHER:**

The Cultural Heritage Researcher is a junior level position within SSN. The primary focus of the position is to provide assistance to the SSN's Cultural Heritage Coordinator, Cultural Heritage Report Author, and the Cultural Heritage Oversight Committee on various projects that potentially affect the SSN's Aboriginal rights and title. The role will work collaboratively with the Cultural Heritage Coordinator and team to research and produce strong, comprehensive reports that are aligned with SSN's values and objectives.

### **Key responsibilities include:**

- Collection and analysis of primary and secondary research materials for studies and related projects
- Assist in conducting interviews and focus group sessions with SSN members, Elders and Knowledge Keepers
- Summarize and transcribe interviews in specified formats, including Secwepemc terms and phrases
- Organize and manage existing and newly recorded digital audio and text files of interviews, and provide metadata for these files
- Familiarity with existing ethnographic data on Secwepemc, specifically SSN (Skeetchestn and Tk'emlups), as it derives from ethnographic and ethnohistorical published and unpublished sources
- Establishment and curation of digital and print bibliographic assemblages
- Conducting digital and/or in person searches at museums, libraries, interdepartmental collections and other research repositories, as assigned
- Participation in occasional off-site and outdoor functions, meetings and workshops, including training; may also be occasionally called upon to prepare material for and attend meetings/workshops in admin. support role

### **Other requirements include:**

- Experience with conducting interviews and/or willingness to be trained in interviewing
- Logging, transcription, and interview data collection review and management
- Familiarity with and/or willingness to be trained in ethical conduct of research in Indigenous communities, specifically Secwepemc communities
- Good understanding of Secwepemc communication protocols and proficient in Secwépemctsin, written and spoken, is an asset
- Experience with digital file management, in document, video, audio and image forms, including maps
- Excellent writing and communication skills that include reviewing and summarizing information, report editing and formatting, citation and bibliographic referencing
- Experience using computer applications: Microsoft products, Google Earth, digital audio programs
- Capable of high adaptability, resourcefulness, and self-carriage of tasks/deliverables
- Articulate communicator, written and oral; above average reading comprehension and composition
- Willing to uphold and abide by SSN terms of confidentiality, ethical research and report production standards
- Coordinator Valid Class 5 BC Driver's licence and access to reliable vehicle, as some travel will be required.

### **Minimum Educational Requirements**

- The ideal candidate will hold a BA with a concentration in Indigenous Studies, Anthropology or a related social science. In particular, post-secondary studies and practical experience in Secwépemctsin, written and oral (e.g. certificate and diploma in Secwepemc language with intermediate to advanced language skills)
- Post-secondary training and/or experience in digital data management, inclusive of large documentary & imagery files
- Consideration may be given to those with a combination of education, written and spoken Secwépemctsin, training and skills, experience, and post-secondary level reading/writing comprehension

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

**Hours of Work:** Full-time; Normal day shift – 7 hours. Non-normal shifts may be required

Submit cover letter, résumé and three references to attention of:  
Ben O'Heran, Cultural Heritage Coordinator, Stk'emlupsemc te Secwepemc Nation

**Deadline: July 29, 2022 no later than end of business day**

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 Stk'emlupsemc 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.