



Stk'emlúpsenc te Secwépemc Nation (SSN)

334 Chief Alex Thomas Way, Kamloops BC, V2H 1H1

Telephone: 250-373-0023 Fax: 250-373-0025

Employment Opportunity: Cultural Heritage Manager

Stk'emlúpsenc te Secwépemc Nation (SSN), comprised of Tk'emlúps te Secwépemc (TteS) and Skeetchestn Indian Band (SIB), is a historical and traditional Caretaker Unit of the Secwépemc Nation. The SSN is the governing organization responsible for matters and projects within SSN territory.

The Cultural Heritage Manager provides specialized expertise to SSN's leadership team 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 supporting the building and implementation of SSN's own cultural heritage laws applicable throughout the ancestral lands.

Key Responsibilities:

- Drafts, recommends, and implements SSN's cultural heritage laws through collaboration with Cultural Heritage Oversight Committee (CHOC), Joint Council, Knowledge Keepers, external legal counsel and other stakeholders as required;
- Oversees and manages workplans, timelines, budgets as well as stakeholder relations for a number of concurrent cultural heritage projects;
- 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;
- Leads 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, related to cultural heritage projects;
- Leads the determination of appropriate research strategies for cultural heritage studies;
- Completes resource planning for Cultural Heritage Team including the use of judgement in hiring, training/mentorship, professional development and/or termination decisions;
- Fosters strong working relationships with professional colleagues, community-based stakeholders, SSN communities and fosters collaborative working relationships with the leadership team and staff; and
- Chairs the monthly Cultural Heritage Oversight Committee meetings





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Qualifications:

- University degree with a concentration in Cultural Heritage or equivalent combination of education and/or training;
- A minimum of 6 years' progressive experience in a similar role;
- A minimum of 4 years' experience in project management, management or supervising people;
- Demonstrates strong project management experience, including project development, managing budgets, planning, implementation and evaluation;
- Exhibits a strong understanding of Secwepemc culture, tradition and history;
- Demonstrates knowledge of information management and data collection processes, including primary and secondary research materials, and advances analytical and research skills; and
- Exhibits superior interpersonal, presentation and communication skills (written and verbal).

Other Requirements Include:

- Valid Class 5 driver's licence 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)

What We Offer Our Employees:

In exchange for your hard work and dedication, you will receive a highly competitive salary of **\$82,000 to \$98,000**, negotiable dependent on experience, along with a great host of benefits, including:

- 3 weeks of vacation to start
- Extended health, dental and vision
- 5.5% Registered Pension Plan (RPP) matching and Life insurance
- 2 weeks paid vacation at Christmas time

Additional Information:

- Hours of Work: Full-time; Normal day shift – 7 hours. (Non-normal shifts may be required)
- Physical work location is currently following a hybrid-model and will change in the future as a return-to-office plan is implemented. Currently, the expectation is to work from home and be available to work in both SSN offices (1030 Trans-Canada Highway, Skeetchestn, BC / 334 Chief Alex Thomas Way, Kamloops) on an as-needed basis





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- The successful applicant must reside in Kamloops or surrounding area

Application Deadline: November 8, 2024 or until filled

Submit cover letter and résumé to the attention of:

Jordann Hazelwood

Stk'emlúpsəmc te Secwépəmc Nation

334 Chief Alex Thomas Way, Kamloops BC, V2H 1H1

Email: careers@stkemlupsemc.ca

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

