

Archivist – Term Full time (One Year)

Ta na wa Ns7éyxnitm ta Snewíyelh Language and Cultural Affairs, North Vancouver, BC
Posting Closes: Open Until filled

About The Opportunity

Working as an integral part of the Ta na wa Ns7éyxnitm ta Snewíyelh Language and Cultural Affairs Department, reporting directly to Director, Language & Cultural Affairs, The goal of the Archivist is to provide care and management of the Squamish Nation Archives and to evaluate how to implement a records management program. The Archivist will support in processing the backlog in the archival holdings, as well as set a foundation for a functional records management program that will govern how departmental files will be transferred to the Archives for processing and long-term preservation. Ta na wa Ns7éyxnitm ta Snewíyelh is working towards the preservation of Squamish history, and the Archives is an important aspect of this work. The Archivist will play an integral role in maintaining and preserving access to Squamish history for future generations.

What You Bring

- Combination of education and experience.
- Professional, adaptable communication style with strong interpersonal skills and the ability to influence others.
- High level of emotional intelligence, patience and integrity.
- Ability to meet tight timelines and set their work priorities to do so.
- Ability to work independently within a defined objective.
- Maintains composure in high-pressure situations.
- Able to disseminate complex information to stakeholders in a meaningful way.
- Resourceful and organized with excellent time management abilities.
- Able to deliver negative information tactfully and diplomatically when needed. Acts ethically and handles sensitive information with confidentiality.
- Team-oriented with a positive, approachable attitude.

Salary: \$ 64,836 - \$ 72,529 annually, plus a comprehensive benefits program.

Why Work With Us

As a dynamic community organization, we understand the importance of employing enthusiastic and talented people to work together. We know that our future strength and growth is very much dependent on our key resources – our people.

With a variety of programs and services, we offer career paths that fit many areas of expertise, backgrounds, and interests.

Along with competitive compensation and benefits, we offer excellent training and development opportunities within an environment that values diversity through the respect and appreciation of each person for their individual attributes.

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