



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: A1 – Archaeologist (Entry Level)
DEPARTMENT: Knúcwmens le Sxwixwéytemc Archaeology Services Ltd. (KSAS)
SUPERVISOR: Field Crew Lead
TERMS: Seasonal
REFERENCE #: 2026-085

Purpose of Position:

The purpose of these positions is to represent and assist KSAS with field operations, conducting surveys, testing, monitoring and data recovery in both lab and field settings. All responsibilities are governed by the policies and bylaws of Tk'emlúps te Secwépemc.

Duties and Responsibilities:

1. Fieldwork

- Learning about archaeological process
- Conducts pedestrian survey, shovel testing, monitoring and data recovery in the field.
- Assists Supervisor in conducting surveys and data recovery.
- Participates in cultural resource management projects within the territory with outside firms as a representative of TteS
- Provides cohesive field notes and waypoints with photos that include daily observations and recommendations that assist with the interpretation, conservation, and protection of cultural sites and features identified during daily field work.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Assists in preparing and maintaining field equipment and fleet vehicles.
- Ensure accuracy and timely submission of time sheets and expenses.
- Work safely as per TteS safety policy
- Maintains confidentiality on all matters relating to the affairs of the TteS and will not divulge any confidential or proprietary information for profit.

2. Other related duties as required.

Professional Certification, Education and Experience:

- Previous education, training, and outdoor field experience, in similar type of field work.

- Must possess Level 1 First Aid certificate or be willing to obtain the training.
- Must possess a valid BC Class 5 driver's licence and have reliable transportation.
- Must possess a clean driver abstract and maintain clean status throughout employment.
- Must be able to provide satisfactory drug test results and maintain that throughout the project life-cycle for projects that require pre-access testing.
- Bear Aware, ATV/UTV training, S100, H2S Alive, Outdoors survival and leadership skills an asset.
- Previous experience in Cultural Resource Management or fieldwork an asset.

Financial Responsibility:

Ensure accuracy and timely submission of time sheets and Labor, Equipment, Material (LEM) time tickets that document daily work, resources, and materials for invoicing.

Supervision or Training Duties:

N/A

Working Conditions:

- Fieldwork in a variety of outdoor environments including urban and remote locations.
- Fieldwork in extreme temperatures, repetitive stooping, shovelling, lifting, long periods of standing and carrying heavy loads 20-50 lbs
- Routine office tasks
- Working around heavy machinery
- Walking long distances of average 4 – 10 kilometres/day
- Normal field week - Monday to Friday 10 hours/day
- Non-normal shifts may be required depending on project scope, deadlines and priorities.
- Some weekend and holiday work may be required during the season

Skills and Abilities:

- Familiarity with Secwepemc culture and ability to work in a cross-cultural setting.
- Good oral and written communication skills.
- Ability to collect data, prepare field notes and other documents.
- Must be able to operate modern technology utilized for field operations.
- Must have good orienteering skills to navigate in remote forested settings
- Must be physically fit and willing to work in challenging and remote environments
- Must have strong teamwork and cooperation, problem solving and judgement skills.
- Ability to be flexible and take initiative.
- Ability to work well with others for extended periods of time in potentially challenging conditions.
- Strong tact and diplomacy.
- Strong work ethic and reliability.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: Starting at \$25.98 / hour

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is Open Until Filled

Submit Job Application Form, cover letter, resume, and references

online: <https://tkemlups.ca/employment/>

or at our Human Resources office #320 Chief Alex Thomas Way.

Office Hours are Monday to Friday 8:00 am to 4:00 pm &

closed for lunch from 12:00 pm to 1:00 pm

We require each applicant to fill out

an online application form which can be found at: <https://tkemlups.ca/employment/>

Any late submissions or submissions without the job application form will not be considered.