



Junior Archivist

Established in the early 1980's, the Nlaka'pamux Nation Tribal Council (NNTC) was given the responsibility to protect and advance the title and rights of the Nlaka'pamux Nation. Title and rights are our way of life, our ties to the land and our responsibility to protect for future generations. The NNTC Specific Claims program has served Nlaka'pamux communities since 1985, and the program has submitted over 100 claims for resolution.

We are seeking a **Junior Archivist** on a two-year term (with the possibility of extension) to work with the NNTC Archives and Library as part of the Research Unit team. This is an exciting opportunity to take part in the expansion of our Archives as we update our archival infrastructure.

The Junior Archivist will:

- Work with the NNTC Research Unit supporting Specific Claims preparation and submission;
 - Archiving materials generated and gathered in support of claims.
- Act as on-site resource to respond to requests for information while ensuring confidential information is protected in accordance with NNTC protocols and agreements;
- Undertake light library technician tasks and duties;
- Collaborate with the Research Unit on articulating an expanded Archival Mandate and policies to reflect current and future needs including;
 - Assessing and updating current archival systems
 - Ensuring updated archival systems meet generally accepted archival standards while centering Nlaka'pamux values
 - Updating of policies and procedures to reflect updated mandate including but not limited to acquisition, access, preservation, retention schedules, file naming conventions; etc.
 - Describing the space and storage requirements for archival records (both off and on site), including environmental conditions and emergency planning and prevention
 - Planning for media obsolescence covering the range of record types held by the Archives and Library and describes equipment needs.
- Collaborate with the Research Unit on the processing of historic materials to be integrated into the archives including appraisals accessioning and organizing;
- Collaborate with NNTC and assist with records management initiatives as required;
- Report to and take instructions from the Research Unit Archives manager; and
- Commit to respecting and centering Nlaka'pamux title and rights and working in an action-oriented, iterative way with a diverse team comprised of in-person and off-site members.

This rewarding opportunity will appeal to individuals with an interest in working with Indigenous communities and living in the beautiful Nlaka'pamux homeland. A valid BC driver's licence is required. Salary range is \$60,000-70,000. Housing subsidy is provided for the two-year term for residency in Lytton. Qualifications include: a degree in Archival Studies or Library and Information Science with a specialty in archives. Experience working with Indigenous communities is an asset.

If you are interested in this opportunity and possess the necessary qualifications and skills, please forward your cover letter and resume to Shannon Williams at: swilliams@nntc.ca.

We thank all applicants in advance. Please self-identify, as preference will be given to Nlaka'pamux and Indigenous applicants.