



1886 Little Shuswap Lake Rd • Chase BC • V0E 1M2  
tel 250.679.3203 • fax 250.679.3220

## **LITTLE SHUSWAP LAKE BAND JOB POSTING – PROJECT COORDINATOR/ARCHAEOLOGIST**

Reporting to and under the direction of the Cultural Heritage Manager, for the Little Shuswap Lake Band, the Project Coordinator/Archaeologist will be responsible for assisting the Cultural Heritage Manager in the protection and management of Secwépemc cultural heritage. The Territorial Resource Stewardship (TRS) office is responsible for managing the lands and resources of Little Shuswap homelands, protecting title and rights, and maintaining Secwépemc cultural heritage values.

We are looking for a well-established person who will assist with small-scale archaeological projects and coordinate ongoing cultural heritage department archaeological projects. You will also have the opportunity to work on multidisciplinary projects that provide opportunities for learning and personal growth.

- Archaeological and cultural heritage management includes the protection of Aboriginal title and rights for Little Shuswap Lake Band's traditional territory; and
- Protection and management of heritage sites while safeguarding Secwépemc cultural heritage values, such as language preservation, cultural practices, and environmental knowledge.

If you have excellent interpersonal and leadership skills with a meticulous attention to detail and adapt in a fast-paced environment, we want to hear from you!

### **The Opportunity: A Day in the life of the Project Coordinator/Archaeologist**

As the Project Coordinator/Archaeologist, you will be a leader in understanding Interior Plateau Archaeology while assisting with the development of new and on-going cultural heritage projects. You will:

- Support the management of existing and new projects
- Prepare or assist with small-medium scale archaeological proposals.
- Prepare or assist with technical archaeological reports, site forms/maps (uploads to RAAD); and artifact inventory/database.
- Assist with the management of small-medium scale project scope, schedule, budgets/invoice.
- Hold HCA permits for projects within the Southern Interior.
- Conduct local, small-scale archaeological projects (non-permit/permit).
- Client management and communications.
- Responsible for the coordination of Field Technicians for all projects (internal and external).
- Assist with archaeological field programs when necessary.
- Quality assurance of technical documents, data management and uploads.
- Office administration (e.g., equipment inventories, archaeological department process).
- Support and contribute to research project initiatives.
- Promote a strong Health and Safety culture, organize safety plans, participate in HS committee.
- Assist with repository organization.

- Assist with developing various cultural heritage policies.
- Perform any other supporting duties within the Project Coordination function as required.

**Requirements: What you bring to the organization:**

- An undergraduate degree in Anthropology/Archaeology with 7 years CRM field experience.
- Graduate degree or equivalent focus in CRM Archaeology.
- Field Director status in the BC Plateau Culture Area.
- HCA Permit holder.
- Experience preparing site maps and inventory forms, and RAAD searches.
- Experience developing office processes (i.e., safety equipment and requirements).
- Proven oral and written communication, presentation and interpersonal skills.
- Training and mentoring skills.
- Proficiency with Microsoft Office Suite.
- Holds a valid Class 5 BC drivers license.
- Demonstrates sound safety measures.
- Adaptable, proactive, deadline-driven, results-oriented, highly organized and detail-oriented.
- Possess a Level 1 First Aid certificate.
- Ability to be flexible, take initiative and meet project deadlines.

**Our “Must Haves” that make you great:**

- Proficient understanding of the BC *Heritage Conservation Act* (HCA), principles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP); and the Indian Act.
- An understanding of the legislation dealing with Aboriginal Title and Rights.
- An understanding of the Environmental Assessments and processes (BCEA and CEAA).
- Demonstrated experience in Interior Plateau Archaeology.
- Comprehensive understanding of the Interior Plateau Culture Groups.
- Passionate, energetic, and love a fast-paced, highly collaborative environment.
- Ability to multitask and prioritize work.

Competitive salary is commensurate with education, skills, and experience. Qualified individuals will be eligible for our health and benefits package.

**TERM OF POSITION:** Permanent fulltime  
**APPLICATION DEADLINE:** Posted until filled  
**START DATE:** As soon as possible

If you possess the necessary qualifications and skills, please forward your cover letter, resume and references in strictest confidence to:

Email: [hr@lslb.com](mailto:hr@lslb.com)  
 Fax: 250.679.3220  
 In person: LSLB office  
 1886 Little Shuswap Lake Road  
 Chase, BC VoE 1M2

While we thank you for your interest in Little Shuswap Lake Band, we will only be contacting the short-listed candidates.