



EMPLOYMENT OPPORTUNITY
Treaty Research Assistant
Reference No. TRE-ADM-REA-AST-0818

Purpose:

Reporting to the Treaty Manager the main purpose of this position is to maintain the Treaty Department's oral history and archival data base. This position will be responsible for assisting and supporting the Treaty Department technical staff in a variety of tasks which include researching, gathering and preparing historical, ethnographic and oral history source materials in relation to overlapping claims with neighbouring First Nations, land selection and in relation to Cowichan protecting the interests of our traditional territory. This is a full-time term position working primarily in the office with minimal local travel required.

Responsibilities:

- Maintain The Treaty Department's Records Management System (Standard, Electronic And Transitory Records)
- Maintain spreadsheets used in the EndNote data base
- Works closely with consultant on regular basis to ensure accuracy of all data input and tracking Process all additional oral history related information (scanning, naming, numbering) including the data input into appropriate file/location
- Ensure all additional historical, ethnographic and oral history related information tracking system hard copy and electronic copy have the same numbering and hard copies are filed accordingly
- Follow the establish record keeping policy, procedures and or guidelines
- Respond to requests to retrieve scanned documents and scanned documents

Required Education and Experience:

- Grade 12 required
- Minimum of two year administrative or computer database experience
- Business Administration Certificate, Diploma is considered an asset
- Experience with specialized software or databases (EndNote) considered an asset
- Experience working in a First Nations community is essential

Required Skills, Knowledge, and Abilities:

- Knowledge of Cowichan Tribes departments and programs
- Knowledge of Cowichan language, culture, and teachings and or strong desire to learn
- Extensive knowledge of Microsoft Office programs and proper document preparation
- Ability to research and compile detailed information
- Well-developed interpersonal skills, organizational skills and time management
- Ability to work independently, accurately and problem solve technical and methodical issues that arise

Please quote Reference No. TRE-ADM-REA-AST-0818 upon submitting cover letter, resume, and three references to:

Human Resource Department, Cowichan Tribes

5760 Allenby Road, Duncan, B.C. V9L 5J1

Email: resume@cowichantribes.com

Deadline: Friday August 24, 2018 4:00 p.m.