



Employment Opportunity

LEAD ARCHIVIST

Reference No. QSL-QSE-LA-0723

PURPOSE: Reporting to Hul'q'umi'num' Program Manager, the purpose of the Lead Archivist is to share and promote language, oral culture and linguistic history. The Lead Archivist will be responsible for digitizing and archiving Hul'q'umi'num' language related projects. The Lead Archivist will also assist the Hul'q'umi'num' Program Manager in day-to-day activities including maintenance and cataloguing of archival material. This is a 1 year full-time term position that works in the office with minimal local travel as required.

COMPENSATION AND BENEFITS: The position includes paid training and paid sick leave. Depending on experience, the position starts at \$26.44-\$28.04 per hour.

RESPONSIBILITIES:

- Apply project management skills and methodologies to digitization projects including but not limited to defining the scope and framework, defining project deliverables, identifying critical path outputs & timelines and documenting project records & systems
- Catalogue and document project records and systems
- Digitize audio-cassettes and other recordings to digital files
- Edit, upload and archive community language materials and recording content onto FirstVoices™ website and FirstVoices™ applications
- Create and manage audio file databases and archive language materials
- Work with Elders to create and transcribe language materials; hard copy documents and digital files
- Coordinate and host meetings with language speakers and Elders as required
- Perform administrative tasks and administrative duties as assigned
- Other related duties as required

EDUCATION AND EXPERIENCE: *(please attach all required documents)*

- Grade 12 graduation required
- Previous work experience with hardcopy and electronic archival records, data entry, records management and digitization projects
- Experience with audio recordings and editing audio software
- Criminal record check required
- Valid BC Driver's License and owns transportation is required
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. ***All individuals must show Proof of Vaccination as a mandatory condition of their employment***

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Cowichan culture, customs, traditions and the Hul'q'umi'num' language required
- Demonstrated ability to record, edit and translate from English to Hul'q'umi'num'
- Ability to create and maintain strong community connections and relationships
- Ability to download/upload requested files to applicable websites and applications
- Ability to work both independently and as a part of a team
- Well-developed written, oral and interpersonal skills
- Strong project management skills
- Strong organizational and time management skills with the ability to multi-task
- Demonstrated problem solving skills
- Computer literacy and an aptitude to work within a variety of electronic systems

HOW TO APPLY: Interested applicants are invited to submit a current resume, a detailed cover letter and three references to Human Resources by email before the deadline with the Reference No. in the subject line of your email.

Reference No. QSL-QSE-LA-0723

Cowichan Tribes Human Resources Department

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: 4:00 p.m. Thursday, July 20, 2023