



Citxw Nlaka'pamux Assembly

JOB POSTING

nłe?kepmxcín Program Archivist

JOB TITLE:	nłe?kepmxcín Program Archivist
DEPARTMENT:	nłe?kepmxcín Program Department
REPORTS TO:	nłe?kepmxcín Program Manager
TERM:	Permanent – Full-time
START DATE:	As soon as a suitable candidate is found

Citxw Nlaka'pamux Assembly (CNA) was created in 2013 as a powerful and unifying voice for eight Nlaka'pamux Bands regarding the Teck Highland Valley Copper Mine. It is governed by a Board of Directors appointed by the eight Participating Bands. Headquartered in Merritt, BC with a workforce of over 30, CNA provides training and job readiness along with cultural, social, and technical programming to the over 2780 members of the eight Participating Bands.

Primary Duties

Perform standard archiving procedures to ensure that CNA's records and collections are appropriately preserved and made accessible to staff, researchers, and the members of the nłe?kepmx nation:

- Organize, catalogue, and manage CNA's nłe?kepmxcín archival collections, including photographs, audiovisual materials, and textual records,
- Assist with the development and implementation of policies and procedures related to CNA's nłe?kepmxcín archival collections,
- Provide reference and research services to staff, researchers, and the members of the nłe?kepmx nation,
- Managing digital archives and databases,
- Culturally translate products and resources that align with community needs and priorities,
- Assist in delivering the online Workshops and presentations,
- Apply a culturally language-relevant analysis to all research activities,
- Assist with the development and implementation of programs and informative activities,
- Participate in data collection activities with elders, knowledge and language keepers, and
- Other ad hoc duties as directed by the nłe?kepmxcín Program Manager.

Knowledge, Skills and Abilities

- Familiarity with standard archiving procedures,
- Self-motivated to complete menial tasks,
- Ability to respectfully conduct nleʔkepmxcín research and analysis with nleʔkepmx peoples and present information in various reports,
- Able/willing to travel to communities and other locations for work purposes, as required,
- Knowledge of nleʔkepmx cultural values and willingness to learn nleʔkepmx protocols, beginner nleʔkepmxcín, and
- Recognizes and respects cultural diversity.

Experience and Requirements

- Minimum High School diploma or equivalent,
- Relevant experience in archiving, cataloging, librarian, or filing,
- Ability to work Monday - Friday, 8:30 AM - 4:30 PM with fluctuation when required for events,
- Travelling will be required to attend events, meetings and networking,
- A valid BC Class 5 Driver's License, with access to a reliable vehicle, is preferred, and
- The drive to learn and excel in the position.

We will provide training and professional development to support the right candidate. We believe in growth and curiosity. If you have some of these qualities and believe you would be of value to our organization, then we want to hear from you!



Please submit your cover letter and resume to:

Citxw Nlaka'pamux Assembly

Email: HR@cna-trust.ca

In Person: 2025 Granite Ave, Merritt BC

The Citxw Nlaka'pamux Assembly is an equal-opportunity employer. We encourage applicants from diverse backgrounds and are committed to building a respectful and inclusive workplace that reflects the community we serve. This position is open to all candidates who meet the qualifications. A hiring preference will apply for qualified candidates of Canadian Indigenous ancestry, with a priority for qualified nleʔkepmx candidates.

We thank all applicants for their interest; however, only applicants selected for an interview will be contacted.

Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Citxw Nlaka'pamux Assembly respects the privacy of all applicants and the confidentiality of personal information.