



Citxw Nlaka'pamux Assembly

JOB POSTING

nłe?kepmxcín Program Transcriber

JOB TITLE:	nłe?kepmxcín Program Transcriber
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

- Transcribe, describe, translate, maintain, and preserve nłe?kepmxcín archival print, audio-visual, film, electronic and digital media assets according to archival policies, CNA objectives, and based on user needs,
- Listen to recorded dictations in nłe?kepmxcín to interpret and transcribe them into long-form text,
- Data labelling (identify and label the purpose of what you transcribe),
- Data classification (label/file naming of data for ease of access and categorization),
- Conduct research to enhance content descriptors, captured as meta-data in the archives, for particularly rare and/or high-profile content, this includes a reference to the source,
- Contribute to on-going initiatives to broaden access to archival material through the creation of finding aids and digitization based on archival policies and procedures as well as user needs,
- Support and ensure adherence to CNA standards to achieve a high level of journalistic credibility and safeguard against bias, prejudice, or conflict of interest,
- Ensuring that transcripts are free from grammatical errors, typos, and inaccuracies,
- Maintaining confidentiality of the recordings and transcripts,
- Meeting deadlines and working efficiently under tight timelines,
- Communicating with members, elders, knowledge and language keepers as needed, and
- Other ad hoc duties as directed by the nłe?kepmxcín Program Manager.

Knowledge, Skills and Abilities

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

Experience and Requirements

- Minimum High School diploma or equivalent,
- Relevant experience in transcribing, editing, revision and writing.
- 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 nłę?kepmx 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.

