



Citxw Nlaka'pamux Assembly

JOB POSTING

Territorial Stewardship Department

JOB TITLE: Cultural Heritage Program Coordinator

REPORTS TO: Senior Environmental Resource Advisor

TERMS: Full-time permanent position

START DATE: As soon as suitable candidate is found

Responsibilities

- Assist CNA with the development of an annual Cultural Heritage Plan for carrying out any specific cultural heritage and archaeological assessments or specific land use and occupancy studies for specific areas or projects
- Complete desktop reviews of mineral development applications and identify areas of archaeological potential
- Coordinate with K'en T'em and other field staff to ensure all reports, results, recommendations, and decisions are communicated to CNA
- Collaborate with other organizations with participating band membership to identify and implement field work opportunities and make recommendations to Senior Environmental Resource Advisor
- Support the TSD with the overall development of a more robust cultural heritage program
- Participate in annual planning of the Cultural Heritage Program at Highland Valley Copper mine
- Coordinate with K'en T'em and other affiliated organizations to ensure full representation on field crews at HVC
- Ensure all Field Technicians, Crew Leads and other field staff have been trained effectively to take field notes, record observations and report finds or areas of interest
- Review daily field reports from the HVC Archaeology program
- Work with Community Engagement Specialists to ensure that communities are informed of the program status and results
- Identify opportunities for employment and training and upcoming capacity or resource requirements

Qualifications

- Bachelor or Graduate Degree in Archaeology or Anthropology
- Previous work with Indigenous Government or Organizations an asset
- Ability to learn quickly, work quickly, be an enthusiastic part of a team, and work with minimal supervision.
- Displays leadership and independence in scheduling, prioritization, and completion of work tasks
- Ability to coordinate project planning, logistics, and preparation for field work

Please submit your cover letter and resume to:

Citxw Nlaka'pamux Assembly

Email: HR@cna-trust.ca

In Person: 2025-Unit A Granite Ave, Merritt BC

Fax: 250-378-2910

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews 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.