



K'en T'em

JOB POSTING

Environmental Services

JOB TITLE: Archaeological Project Manager
DEPARTMENT: Environmental Services
REPORTS TO: K'en T'em Environmental Services Manager
TERM: Full-time, permanent position
START DATE: As soon as a suitable candidate is found



Position Purpose

K'en T'em Limited Partnership (KTLP) is a for-profit corporation committed to providing the Nlaka'pamux people of the eight Citxw Nlaka'pamux Assembly (CNA) Participating Bands with the resources that will help them efficiently create, manage and operate business opportunities. We are leaders at putting cross-cultural values at the forefront of our business while prioritizing simple, efficient, integrative solutions that meet the unique needs of our clients.

K'en T'em Limited Partnership is hiring an Archaeological Project Manager to support ongoing environmental and archaeological projects in the Nlaka'pamux territory. The incumbent will be required to work a flexible schedule, with office days being 8-hour shifts, and fieldwork ranging from 8-12 hour shifts. This role will require work outdoors, in all weather conditions, and may require work to be conducted on weekends and extended hours during peak fieldwork months (May through October).

Responsibilities

- Oversees and directs multiple archaeological field crews in locating, collecting, recording, and interpreting data for survey and excavation projects,
- Facilitates RISC Archaeological and CMT Inventory Training,
- Coordinates on-site logistics for archaeological projects and resolves problems to ensure the timely, safe, and effective completion of project objectives,
- Act as a consultant to both K'en T'em and the not-for-profit organization Citxw Nlaka'pamux Assembly,
- Ensures the application of safe work practices by crew members during survey/excavation projects,
- Provides functional guidance and leadership to technical staff in areas of specialty, such as faunal, lithic, and/or ceramic analysis,
- Assists with project planning activities, including identifying appropriate equipment, resources, personnel needs, project budgets, and research design,
- Performs direct research and analysis in one or more areas of archaeological specialty,
- Writes or co-authors archaeological survey, excavation, and analysis reports that meet all reporting requirements, and
- Performs miscellaneous job-related duties as assigned

Skills and Qualifications

- 4-year degree in Archaeology or Anthropology,
- 1-2 years experience with fieldwork,
- Meet British Columbia requirements for Field Director and be able to hold permits,
- Experience facilitating and/or teaching,
- Valid first aid certificate preferred, and
- Criminal Record Check (CRC).

Experience and Requirements

- 1-2 years experience with fieldwork,
- Prepared for physically demanding work in all conditions and outside normal work hours,
- Previous work with Indigenous Government or Organizations an asset,
- Appreciation of Nlaka'pamux cultural values and willingness to learn Nlaka'pamux protocols, and
- Exceptional verbal and written communication skills, technical report writing skills, and project management skills.



Please submit your cover letter and resume to:

Attn: K'en T'em Human Resources

Email: HR@kentem.ca

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

Mail: PO Box 618, Merritt, BC V1K 1B8

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. K'en T'em respects the privacy of all applicants and the confidentiality of personal information.