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Employment Opportunity

Archivist / Office Manager

Slave Lake, Alberta

Overview

Lesser Slave Lake Indian Regional Council (LSLIRC) maintains a nationally recognized Treaty and Aboriginal Rights Research (TARR) program. We are seeking an experienced Archivist/Office Manager for our expanding archive in Slave Lake, Alberta.

About Us

This is an exciting time for the LSLIRC-TARR archive which is the first accredited First Nations archive in Alberta. The archive currently holds a wide array of primary research used for Treaty 8 Alberta First Nations. The significant value of the archive derives from a comprehensive collection of historical records used in the development of Specific Claims. It strengthened consistently through securing records of historical, genealogical, cultural and legal significance.

With a recent transition to a new location, we hope to continue the expansion of our Archive, including the visual history of Treaty 8, as well as engage with local First Nation artists to add a colourful touch to our new front entrance.

About You

You are an experienced Archivist with a passion for conserving indigenous history. You enjoy meeting a wide variety of people but also appreciate solitary time to conduct substantial individual research, analysis and record-keeping. You are a self-starter with a meticulous eye for detail. Goal-oriented, you also enjoy working with clear directions from clients and members of the wider LSLIRC management and research community. While you likely have gained your professional experience within an archival environment in a major urban (or regional) area, you are seeking an opportunity to live and work within indigenous communities in northern Alberta. You are inspired

by long drives through areas of outstanding natural beauty and are undaunted by extreme temperatures throughout the year.

Your role

The Archivist/Office Manager is a highly varied role. In addition to maintaining the efficient operation of the LSLIRC-TARR archives, the Archivist also provides virtual support to TARR's dedicated team of Specific Claims research associates. This will include helping researchers to locate particular historical records as they prepare Specific Claims. The Archivist/Office Manager is responsible for arranging and describing records and will contribute vital expertise in locating new records of critical historical value to the members of the LSLIRC community.

The Archivist/Office Manager ensures that records are preserved and remain accessible for LSLIRC-TARR client First Nations within the context of our privacy protection policy. In ensuring timely access for researchers, particular care is given to the Rules of Archival Description (RAD) to maintain archival excellence.

Key Day to Day Responsibilities

- Appraise, describe, arrange and manage existing, and new, LSLIRC-TARR program records.
- Manage offsite disaster recovery backup for archive
- Maintain working knowledge of the Federal *Privacy Act* and *Access to Information Act*, and their provincialequivalents as they apply to access to information for First Nation researchers
- Facilitate access to archive and provide required reference support services for LSLIRC-TARR program researchers, and clients (in accordance with LSLIRC-TARR Archive policies)
- Facilitate access to archive and provide reference support to external researchers in accordance with LSLIRC-TARR Archive policies
- Provide administrative support when needed with respect to Specific Claims submissions to the Specific Claims Branch in Ottawa.
- Maintain LSLIRC-TARR program website
- Maintain required Band Council Resolutions for all member First Nations and researchers at LSLIRC-TARR

Professional Requirements

- Master's Degree in Archival Studies, or in Library and Information Sciences with an archival focus from an ALA-accredited institution or an equivalent combination of experience and/or relevant training
- Experience gained working in a recognized archival institution
- Working knowledge of the RAD

- Working knowledge of Artefactual's AToM description software
- Familiarity with Mac OS, Microsoft Office, Adobe Acrobat Professional and Wordpress
- Excellent understanding and appreciation of accurate referencing
- Previous education in First Nation studies or experience with the First Nation Specific Claims process will be an asset, but it is not obligatory
- Unrestricted driver's license

Personal requirements

- Excellent written communication skills
- Strong attention to detail
- Cheerful resilience
- Well organized, independent team player
- Comfortable with remote management and living in a northern community
- Maintain a professional and courteous attitude.
- Have the willingness and ability to take the initiative to accomplish the necessary tasks to ensure projects are completed to the highest standard, within deadlines, and to the best of your ability

Compensation

LSLIRC-TARR will provide a competitive salary that will be commensurate with qualifications and experience. As an indication, the range for this position is \$65,000-75,000. In addition, LSLIRC-TARR provides:

- 3 weeks paid holidays
- Additional local holidays that respect local First Nation holidays
- Health, Dental and Pension package benefits, after first 3 months of employment

Application Instructions

Please submit your PDF application, including cover letter, résumé, and two professional writing samples (including one sample Finding Aid if possible) electronically to:

Morgan Chapman
LSLIRC-TARR Operations Manager
mchapman@thehavlikgroup.com

Application Deadline is: April 15, 2022 by midnight MT.

Please note that only short-listed candidates will be contacted for an interview.