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TREATY ABORIGINAL RIGHTS
RESEARCH PROGRAM

P.O BOX 1740
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Employment Opportunity

Archivist / Office Manager

Slave Lake, Alberta

Overview

Lesser Slave Lake Indian Regional Council (LSLIRC) operates a nationally recognized Treaty and Aboriginal Rights Research (TARR) program with an expanding archive in Slave Lake, Alberta. We are looking to add someone to our team who is either:

- a professional Archivist **or**
- an experienced Office Manager with an interest in obtaining a professional Archival certification.

Slave Lake is an area of natural beauty with deep cultural and historical significance. There are excellent opportunities for year-round outdoor pursuits.

<https://lslirtarr.ca>

About Us

The LSLIRC-TARR archive —the first accredited First Nations archive in Alberta—holds a wide array of historical records, oral history and other resources used primarily for Specific Claims research, but also as a general resource for Treaty 8 First Nations. The value of this nationally important archive derives from its comprehensive collection of historical records of genealogical, cultural, and legal significance. It is continually strengthened through an ongoing program of obtaining, and safeguarding, written and audio-visual records.

Please note that LSLIRC-TARR is only hiring for one position. However, this opportunity may be cross-posted under different categories. Please note that we have listed the relevant professional requirements for each posting separately below.

About You

You may be an experienced Archivist with a passion for conserving Indigenous history. Or, you may have developed your skills in office management and are keen to build your

professional qualifications in Archival Studies. Either way, you are a self-starter with an eye for detail and you enjoy thinking creatively about the needs of your clients. You appreciate meeting a wide variety of people but also value periods of solitary time to work. You are goal-oriented, and you thrive when given latitude to implement your goals.

Your professional experience has been developed in a variety of backgrounds, perhaps within an archival environment in a major urban (or regional) area or in a museum or corporate environment. You are attracted to this opportunity due to your enthusiasm for the opportunity to live and work within a congenial group of Indigenous communities in northern Alberta. You are inspired by long drives through areas of exceptional natural beauty and are undaunted by winter conditions in a northern community.

Your role

This is a highly varied role. Importantly, it offers opportunities for personal and professional development. In addition to maintaining the efficient operation of the LSLIRC-TARR archives, this role also provides virtual support to TARR's dedicated team of Specific Claims Research Associates. You would become a valuable member of this virtual team and would provide critical assistance to researchers in locating specific historical records to enable the preparation of Specific Claims. The successful candidate will be responsible for arranging, cataloguing and digitizing records. Your responsibilities would include locating and acquiring new records of key historical value to the members of the LSLIRC community.

This role ensures that records are well-preserved and remain accessible for LSLIRC-TARR First Nations within the context of our privacy protection policy. In ensuring timely access for researchers, particular care must be paid to the Rules of Archival Description (RAD) to maintain archival excellence.

Key Day to Day Responsibilities

- Arrange, catalogue, and digitize existing, and new, LSLIRC-TARR program records.
- Manage offsite disaster recovery backup.
- Develop/maintain working knowledge of the Federal *Privacy Act* and *Access to Information Act*, and their provincial equivalents as they apply to access to information for First Nation researchers.
- Provide research, document retrieval and other support services for LSLIRC-TARR program researchers.
- Facilitate access to the archive and provide reference support to external researchers in accordance with LSLIRC-TARR Archive policies and work plan priorities.
- Maintain LSLIRC-TARR program website.
- Maintain lists of required Band Council Resolutions for all member First Nations

and researchers at LSLIRC-TARR.

- Develop effective working relationships with LSLIRC staff members and LSLIRC-TARR program researchers.
- Attendance at regular meetings of researchers to discuss, and advance, records requests.
- Attendance at meetings with LSLIRC-TARR member Nation Chiefs and Councillors to renew or obtain mandates, and to deliver activity reports.
- Ensuring the security, climate control, maintenance and basic functioning of the archive facility.

Professional Requirements – Archivist Position

- Master's Degree in Archival Studies, or in Library and Information Sciences is preferred, however experience gained working in a recognized archival institution or equivalent job experience will be considered.
- Working knowledge of Artefactual's AToM description.
- Familiarity with Mac OS, Microsoft Office, Adobe Acrobat Professional and WordPress.
- Working knowledge of the RAD preferred.
- Excellent understanding and appreciation of accurate referencing.
- Previous education in First Nation studies, cultural anthropology, archeology or experience with the First Nation Specific Claims process will be considered an asset.
- Unrestricted driver's license and own vehicle.

Professional Requirements – Office Manager Position

- Relevant administrative experience with a commitment to Archival training.
- Familiarity with Mac OS, Microsoft Office, Adobe Acrobat Professional and WordPress.
- Excellent understanding and appreciation of accurate referencing.
- Previous education in First Nation studies, cultural anthropology, archeology or experience with the First Nation Specific Claims process will be considered an asset.
- Unrestricted driver's license and own vehicle.

Personal requirements

- Excellent written communication skills
- Strong attention to detail
- Resilience
- Enthusiasm for community engagement
- Well organized, independent team player
- Comfortable with remote management and living in a northern community
- Cheerful and courteous
- Willing to take initiative

Compensation

Candidates who hold the skills and qualifications of an Archivist can expect a salary range between \$75,000 – \$100,000 annually.

Candidates who meet the qualifications of an Office Manager who will receive Archivist training as part of their conditions of employment can expect a salary range between \$60,000-\$72,500 annually.

In addition to the above salary ranges, LSLIRC-TARR provides:

- Two weeks paid holidays.
- Accrued sick days as set out in the 2025 LSLIRC Policy Handbook.
- Health, Dental and Pension package benefits after the probationary period set out in the offer of employment has been successfully completed.

Application Instructions

LSLIRC-TARR thanks all applicants for their interest. Please note that only short-listed candidates will be contacted for an interview.

Please submit your PDF application, including cover letter and résumé electronically to:

Morgan Chapman
LSLIRC-TARR Research Manager
hiring@lslirctarr.ca

Please note that the application deadline is: November 30th, 2026 by 5pm MST.