

Employment Opportunity Selkirk First Nation

Position: Collections Coordinator
Wage: \$25.98 - \$31.20 per hour (DOE)
Department: Lands, Resources and Heritage
Status: Term part-time, Monday-Friday 1:00 pm to 5:00 pm
(until March 31, 2018)
Closing Date: October 7, 2017

A. JOB SUMMARY:

Reporting to the Heritage Manager, the Collections Coordinator will gather, organize, classify and catalogue the digital data in the Heritage Collections of Selkirk First Nation, and research and respond to requests for access to the SFN collections from SFN staff, members, other governments, and the public.

D. JOB KNOWLEDGE AND SKILLS REQUIRED:

Education and Experience

A Grade 12 Academic with successful completion of an administrative course and word processing or an equivalent combination of education and training and work experience with computers and word processing preferably in a First Nations work environment.

Knowledge & Skills

- Ability to use word processing, spreadsheet and database software.
- Ability to organize and prioritize tasks and deadlines.
- Ability to work in a team environment.
- Ability to establish good working relationship with staff, FN members and Chief & Council, resource people and professional contacts
- Good oral and written communications skills.
- Ability to handle conflicts in a positive manner.

J. CONDITIONS OF EMPLOYMENT:

- Oath of Intoxicants
- Oath of Confidentiality

For additional information, please contact Teri-Lee Isaac, Heritage Manager.

Please submit resumes to Val at the Reception