



Job Posting – Research Assistant – Title and Rights (Term)

Stz'uminus First Nation is seeking a term Research Assistant to join our organization, where they will play an important role in preserving and protecting our community's title and rights.

DUTIES include but are not limited to the following:

- ✓ Record and transcribe oral histories, interviews, and meetings to preserve our community's knowledge and traditions.
- ✓ Organize and maintain a database of important historical and legal documents.
- ✓ Research land titles, treaties, and other relevant legal matters.
- ✓ Summarize research findings and prepare reports for team members and community stakeholders.
- ✓ Collaborate with team members to identify and prioritize research needs.
- ✓ Attend meetings and take accurate minutes to document important discussions and decisions.
- ✓ Assist in coordinating and scheduling research-related activities.
- ✓ Work on Stz'uminus language projects.
- ✓ Assist the Researcher: Title and Rights and the Digitization Technician.

REQUIREMENTS:

- ✓ Grade 12 or equivalent experience and education an asset.
- ✓ Criminal Record check
- ✓ Strong listening and communication skills.
- ✓ Attention to detail and ability to accurately record and transcribe information.
- ✓ Basic computer skills, including word processing and data entry.
- ✓ Ability to work independently and as part of a team.
- ✓ Respect for Stz'uminus culture, traditions, and values.
- ✓ Willingness to learn and engage in ongoing professional development.

Please submit your Cover Letter & Resume on or before **Wednesday, July 26, 2023, at 5:00 p.m.** to: resumes@stzuminus.com

Applications will be accepted until the closing date. Only shortlisted candidates will be contacted for an interview.