



Rainy River First Nations
Invites Applications for the position of
Archivist
(1 Temporary, Full-Time Position)

Reporting to the Manager, the Archivist will be responsible for assisting with the physical organization and digital cataloguing of archival materials at Kay-Nah-Chi-Wah-Nung. Archival materials include but are not limited to letters, books, photographs, articles, journals, financial documents, photographs, and audio and video files. This is a temporary, full-time position requiring 35 hours of work per week for a period of 30-34 weeks.

Compensation: \$25/hour.

The successful candidate will be responsible to:

- Assist with ensuring the functionality of the custom digital archival system in Filemaker; making changes or suggestions for improvements as needed.
- Organize and catalogue archival material.
- Assist with drafting a borrowing/loan agreement for archival materials.
- Oversee minor capital improvements to archives room.
- Complete administrative and analytical duties as required.
- Maintain log of activities and completed work and submit monthly status reports.
- Monitor and maintain a safe work area.
- Train and oversee archives assistant and volunteers.
- Other tasks as assigned.

Education and Experience:

- Minimum of post-secondary degree or diploma in Library Studies, Archival Studies, Education, Museum Studies, Native or Indigenous Studies, History or equivalent combination of education and experience.
- Minimum one year experience working with digital or archival collections.
- Knowledge of Indigenous culture & Rainy River First Nations desired.

Necessary Skills and Abilities:

- Develops and maintains effective relationships with staff, partners, and the public.
- Must be willing and able to learn new skills in short time periods.
- Detail-oriented and ability to accurately record information.
- Must be willing to work evenings and weekends.
- Demonstrated ability to work with minimal supervision and function as part of a team.



- Strong computer skills including proficiency in data entry and experience with Microsoft office programs and Macintosh products.
- Ability to meet the physical demands of the position, some heavy lifting may be required.

Working Conditions:

- Must adhere to the Rainy River First Nations' drug testing policy.
- Must possess a valid driver' license and clean abstract, access to a vehicle or ability to find alternate means of transportation.
- Must provide a criminal reference check.
- Must sign and abide by the Oath of Confidentiality.
- Must be open to continuous learning and professional development.

Please apply in writing by **4:00 PM on Friday, July 23rd, 2021**. Applications must include a cover letter, current resume, two (2) employment related references (two of which must be from a current or recent supervisor) with permission to contact these references.

Please submit application to:

Rainy River First Nations
P.O. Box 450
Emo, On P0W 1E0
Email: jobs@rrfns.com

For further information, please contact Kayleigh Speirs at (807) 483-1163.

We thank all applicants but only those invited for an interview will be contacted.