

**Job Title: Archives Research Assistant**

**Job Summary:**

We are seeking an organized and qualified individual for the position of Archival Research Assistant within the text materials collection component. The Archival Research Assistant will be supervised by the Art, Culture & Adult Higher Learning Manager for administration and the Archives Coordinator for Archival components for supervision within the OIERS Board Advisory requirements.

**Employment:** Contract, Part Time - 3 days per week (21.0 hours per week)

**Contract:** April 20, 2026 – March 31, 2027

**Key Responsibilities/Duties:**

Work with Archives Coordinator on a daily basis:

- Sort text materials held in OIERS collections based on advice of Archives Coordinator.
- Remove materials that are not “archival” materials with advice of Archives Coordinator.
- Categorize text materials under proposed topics with Archives Coordinator team.
- Provide a process for development of an archival access system with the Archives Coordinator team.
- Digitize materials as proposed and approved by Archives Coordinator team.

In general, the Archives Research Assistant will identify syilx history holdings and create an accession with appropriate categories for digitization and physical retrieval of text materials for the collection. In general, to work through the historical archive text files to categorize them.

**Required Education Experience:**

Bachelor of Education, Indigenous Studies, Cultural Studies, Anthropology or Library and Museum Studies

Graduate students are encouraged to apply

Strong written and verbal communication skills in English

Intermediate to advanced computer skills is required including digital formats

Must be punctual, reliable, fast learning and able to work independently

**Compensation:** \$27.00 / hour

**How to Apply:** Please submit your resume and cover letter to: Anna Tonasket, Human Resources Manager at: [justicemanager@enowkincentre.ca](mailto:justicemanager@enowkincentre.ca) detailing your relevant experience and qualifications.

**About the Organization:** the En'owkin Centre is a dynamic institution, which puts into practice the principles of self-determination and the validation of cultural aspirations and identity. As an Indigenous cultural educational, ecological and creative arts organization, En'owkin plays a lead role in the development and implementation of Indigenous knowledge and systems, both at the community and international levels.

***Job posting will remain open until position is filled.***

