



# Little Salmon Carmacks First Nation

Together today for our children tomorrow.

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September 9, 2021

## **Employment Opportunity**

### **Youth Archivist Assistant**

Lands and Resource Department-Heritage

Full-time – Term September 2021 to January 2022

Pay Rate: \$18.00/hr.

#### **Job Summary:**

The successful candidate will assist with activities of gathering and preserving the Little Salmon Carmacks First Nation past and presenting it to the people and to the public in a way that makes it memorable and knowledgeable. If required, assist LSCFN employees if needed.

#### **Qualifications:**

- are between 16 and 30 years of age at the start of employment; planning to take a course, go back to school or post-secondary.
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment.

#### **Duties:**

- Prepare archival records and digital photos and assist the development of a classification system to facilitate access to archival materials.
- Prepare archival records, such as documentation descriptions, to allow easy access to information.
- Assist the heritage assistant on preserving records, documents, and objects, copying records to videotape, audiotape, USB, or computer formats as necessary.
- Research and record the origins and historical significance of archival materials.
- Assist on developing of a draft archive policy guideline.
- any tasks as required by the Heritage Manager

**LSCFN Recruitment Policy will apply.**

Posting will remain open until suitable applicants are received. If you are interested, please submit your expression of interest along with your resume to:

Doris Johnson, Human Resource Officer  
Little Salmon Carmacks First Nation  
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