



**WESTBANK  
FIRST NATION**

*Community. Leadership. Pride.*

## **WESTBANK FIRST NATION** Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE WITHIN WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 3.1 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

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**TITLE: Archaeology Assistant**

**MINIMUM SALARY: Commensurate with experience**

**DEPARTMENT: Intergovernmental Affairs and Title & Rights**

**TERM: Full-Time**

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### **POSITION SUMMARY:**

Under the direction of the Archaeology Supervisor, the Archaeology Assistant is responsible for assisting with archaeological research within the Westbank First Nation's Area of Responsibility. The Archaeology Assistant is involved in various levels of project management, including preparing reports, database building, accurately documenting archaeological inventory, and liaising between the IGA/Title & Rights Department and other departments within Westbank First Nation.

### **DUTIES AND RESPONSIBILITIES:**

- Prepares archaeological reports, letters, memoranda, proposals and summaries in a timely manner
- Liaises between IGA/Title & Rights and other departments within Westbank First Nation
- Interacts in a professional manner with Westbank First Nation staff, clients, project sponsors, and other parties
- Communicates and liaises between the archaeology supervisor, the archaeology crew members, and various parties regarding safety and when necessary, the Occupational Health and Safety Coordinator regarding incident investigations
- Maintains effective communication with the Archaeology Supervisor and the Archaeology Crew
- Develops and maintains an internal database for collected artifacts, materials, and archaeology field notes
- Uses archaeology field notes to transcribe, analyze, and prepare reports, ensuring accuracy
- Uploads field reports to internal database; input data into mapping systems
- Maintains records of archaeology work, including ongoing and completed projects
- Prepares written reports, describing field investigations, preparing archaeological backgrounds, summarizing comparisons of archaeological artifacts, writing site descriptions, discussing and justifying site significance assessments, and compiling references and citations for the report
- Assists Archaeology Supervisor with various aspects of billing
- Identifies continually, areas of improvement; ensures efficiency of processes
- Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the Archaeology Supervisor
- Performs all duties and responsibilities in accordance with the Westbank First Nation policies, standards, and procedures
- Maintains a high level of confidentiality on all matters relating to the affairs of the Westbank First Nation

### **QUALIFICATIONS:**

#### **EDUCATION/TRAINING/CERTIFICATION**

- Undergraduate degree in Archaeology, Anthropology, or related social science, or an equivalent combination of education and experience
- Completion of Resource Inventory Standards Committee Certificate in Archaeology

#### **EXPERIENCE**

- Minimum 2-5 years of experience in archaeology and related research is preferred
- Experience working in a First Nations environment is an asset
- Strong research and analytical skills as well as problem solving methodologies

#### **OTHER QUALIFICATIONS, KNOWLEDGE AND SKILLS**

- Proficient in Microsoft Excel, Word, Powerpoint, and Outlook
- Ability to work independently or as a member of a team
- Ability to maintain confidentiality
- Exceptional research skills; ability to collect, analyze, and present information
- Excellent written communication skills; ability to compose letters and reports clearly and succinctly
- Excellent verbal communication skills; friendly, personable, and professional in all situations
- Strong organization skills
- Attention to detail and a high degree of accuracy

- Ability to prioritize and multi task in a fast paced environment; ability to work efficiently across all situations
- Knowledge of Aboriginal concerns and current issues
- Knowledge of Westbank First Nation's history
- Physically able to work outdoors in all weather conditions
- Valid Class 5 Driver's License and Acceptable Driver's Abstract

A competitive salary and benefits package is offered. Further information can be obtained at [www.wfn.ca](http://www.wfn.ca) by navigating to the Human Resources page (*Departments>Human Resources*) or by visiting the *Employment Opportunities* tab located in the top right-hand corner of the homepage.

Interested applicants should email an [application form, cover letter, and resume](#). **Please reference #17-47 and indicate clearly in your covering letter where you saw this posting and how your experience and qualifications meet the requirements of the position.**

**\*Incomplete and/or late submissions will not be accepted\***

Recruitment/Training & Development Coordinator  
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