



ST'ÁT'IMC
GOVERNMENT SERVICES



Information Management Worker

Specific Summary

The information management worker will document, archive and sort the extensive data that has already been collected on St'át'imc people and input some of the data into a GIS system and support the Land Use & Occupancy study by organizing relevant research.

Specific Duties & Responsibilities

- Performs all duties and responsibilities in accordance with the St'át'imc Government Services (SGS) policies, standards and procedures, and as directed by the Resource Manager.
- Maintains confidentiality in all matters relating to the affairs of St'át'imc Government Services (SGS).
- Sort through the files in storage from the former SNH office
- Focus on heritage, Wildlife, Fish Boundaries, Place names, Areas of Cultural significance (spiritual places, training areas, hunting, gathering and trails), plants traditional names for species.
- Enter data, maps, reports, draft documents and oral testimony into computer software.
- Prioritize and identify data that needs to be digitized (scanned or mapped) and have this reviewed by the Team Managers.
- Work along with land use and occupancy staff and administrative assistant

Minimum Requirements

- Current Post-secondary student in areas such as business, communication, information management, research or other related discipline
- Knowledge of St'át'imc territory
- Excellent physical ability and willingness to perform duties such as lifting and moving boxes in storage
- Ability to contribute to a team work environment as well as to work independently with a commitment to health and safety leadership
- Proven oral and written communication, presentation and interpersonal skills;
- Commitment to safety
- Knowledge and familiarity with MS Office;
- Experience with catalogue system would be an asset
- Knowledge and experience working with MS Excel is an asset

Interested applicants, please send resume and cover letter to reception@statimcgs.org by 12:00 p.m. on May 12, 2016. Interviews will be scheduled for May 13, 2016. We thank all applicants; however, only the applicants selected for an interview will be contacted.

****Please note: this position is subject to funding approval.***