



**Posted: May 12<sup>th</sup>, 2022**  
**Internal/External**

## **EMPLOYMENT OPPORTUNITY**

As outlined in the Curve Lake First Nation Human Resources Manual, applications are now being accepted for the following Permanent Full Time (39.5 Hours/Week) position.

### **ARCHEOLOGICAL PROGRAM ADMINISTRATOR Government Services Building**

#### **SCOPE OF POSITION:**

- To oversee the Cultural Heritage Liaisons and secure placement opportunities as needed
- To administer and implement the Archaeological/Cultural Heritage Liaison Training Program
- To organize archaeological assessment reports into a resource database
- To actively seek and source funding opportunities in archaeology and cultural heritage initiatives that would support the Archaeological/Cultural Heritage Liaison Program
- To research and support Michi Saagiig presence in the archaeological record in Ontario
- To promote Curve Lake First Nation's presence and interests in Ontario archaeology
- To create and maintain relationships with archaeologists working on projects in Williams Treaties and Curve Lake First Nation Territory
- To support the protection of Curve Lake First Nation's archaeological heritage and material culture and seeking repatriation opportunities
- To uphold and maintain ethical and cultural treatment of burial sites, archaeological sites, and artifacts

#### **DUTIES:**

##### **Administration/Record Maintenance**

- Keep current of archaeological research, consultation and engagement standards affecting First Nations
- Keep current of relevant federal and provincial policy as it relates to archaeology, heritage resources, and collections management
- Conduct research on projects as needed
- Assist with training and upgrading opportunities for future Cultural Heritage Liaisons
- Meet with Consultation Liaisons to evaluate scope of proponent projects, need for archeological fieldwork and Curve Lake First Nation representation
- Responsible for scheduling Cultural Heritage Liaisons as needed, including monitoring of hours worked and expenses incurred
- Responsible for reviewing timesheets and preparation of cheque requisitions
- Assist the Curve Lake Cultural Centre with artifact identification and care as needed
- Attend meetings as deemed necessary by the Supervisor
- Responsible for the collection of revenue generation from proponents as well as reporting/monitoring of revenue received
- Responsible for keeping detailed records of each project, Cultural Heritage Liaisons' timesheets and reporting, invoicing and receipts
- Seek funding opportunities to support Archaeological/Cultural Heritage Liaison Program

##### **Fieldwork Placements**

- Review archaeological reports for quality, accuracy and completeness, and make recommendations
- Advocate for appropriate archeological interpretations, recommendations and fieldwork during project monitoring



- Conduct site visits as needed to evaluate fieldwork
- Provide guidance to proponents, consultants, and Cultural Heritage Liaisons regarding expected direction, quality and completeness of fieldwork
- Provide monitoring expertise for short term projects as needed
- Ensure fieldwork equipment is up to date
- Identify and secure fieldwork placement opportunities for Cultural Heritage Liaisons
- Review and maintain field notes of Cultural Heritage Liaisons for completeness and accuracy

### **Communication**

- In collaboration with the Consultation Lead, determine and/or prioritize where Cultural Heritage Liaisons will attend/participate in archaeological fieldwork on the territory.
- Ensure Cultural Heritage Liaisons are aware of their fieldwork placements, and accommodations (if need be)
- Meet with Cultural Heritage Liaisons to discuss site progress, interpretations and issues
- Meet with Direct Supervisor for regular updates
- Create briefings for Chief & Council, Committees, and community
- Responsible for maintaining communication with proponents

**QUALIFICATIONS:** Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

### **Education:**

The incumbent to this position will meet the minimum requirements that include:

- Post-secondary degree in archeology
- Archaeological field experience
- Possess a basic knowledge of the Williams Treaties and Curve Lake First Nation Traditional Territory, cultures and traditions
- Working knowledge of the provincial archaeological assessment process
- Knowledge of Ontario Archaeology (chronologies and cultures)
- Valid drivers' license or access to reliable transportation as this position will require travel

### **RATED REQUIREMENTS:**

#### **Knowledge, Skills & Abilities**

In addition to the basic education requirements of the position, it is beneficial if the incumbent possess the following attributes for their position:

- Knowledge of cultural resource management in Ontario, policies and procedures
- Knowledge and appreciation of First Nation culture and traditions
- Knowledge of general office practices and procedures
- Excellent public relation skills, including an appreciation of the need for tact and a positive, cheerful informed approach with the public
- Strong interpersonal skills
- High level of organizational skills
- Excellent computer skills with a proficiency in Microsoft Office and computer programs
- Ability to work independently in a team environment

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- Ability to moderate groups and present material in a print and oral format
- High level of tact and discretion
- Displays initiative and strong sense of direction
- Reliable and punctual

**Personal Suitability:**

- Be honest and trustworthy
- Be respectful
- Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation
- Be flexible
- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

**TERMS OF EMPLOYMENT:**

This is Full-Time Term position beginning immediately. Annual salary range for this position is \$46,819 to \$50,981 on a 39.5 hour work week.

**APPLICATION:**

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website ([www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

**Agnieszka Mlynarz, Human Resources Assistant  
Curve Lake First Nation Government Services Building  
Curve Lake, Ontario K0L 1R0  
Phone (705) 657-8045 Fax (705) 657-8708  
[Recruitment@curvelake.ca](mailto:Recruitment@curvelake.ca)**

**Deadline for Applications: May 20<sup>th</sup>, 2022 @ 12:00pm (noon)**

**Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.**

**While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.**

**The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) prior to commencing work.**