1. **Job Description – Project Assistant**

**JOB OPPORTUNITY**

The ORG NAME is seeking to hire a part-time contactor to assist with a digitization and LANGUAGE archiving project through a First People’s Cultural Council (FPCC) Language Technology Program grant.

**PROJECT DESCRIPTION**

We are digitizing (converting audio-cassettes and other recordings to digital files) and archiving community language materials like documents. This information will be stored in community with some audio being hosted on community FirstVoices site (if applicable). Once the digitization and organizing are completed, we will host either an in-person community gathering or a Covid safe online gathering to present the material and distribute resources.

**Reporting Relationship**

The Project Assistant will report to the Project Coordinator, NAME, who will work closely with ORG NAME Administrator and the Board of Directors to oversee this project.

**JOB DUTIES**

The project assistant contractor will assist the project coordinator in day-to-day activities to carry out project planning, coordination, delivery, evaluation and final reporting. The project assistant will also help the Lead Archivist/Technician with the maintenance and cataloguing of entries in the archive.

General duties of the project assistant include:

* Participating in project planning meetings
* Assisting the Lead Archivist/Technician with cataloguing
* Creating and managing audio file database and archive
* Assist in creating equipment inventory and loan policy
* Assisting in informing Post-Secondary students studying LANGUAGE NAME and members of the NAME community of the project and how to access new content
* Assisting Administrator in compiling all created documents

**Qualifications:**

* You are a member of the NAME community, residing in or near the community of NAME
* You are able to work independently and as part of a small project team
* You have strong communication skills (oral and written), and are able to prepare written reports on activities and budget expenditures (i.e., working knowledge and experience with Microsoft Word and Excel)
* Experience with audio recording and editing software an asset

THANKS in language

ORG NAME

EMAIL

1. **Job Description – IT Tech + Admin Assistant**

**Position:**  Part-time, contract IT / Administrative Assistant for the ORG NAME Language Department.

**Responsibilities:**

* Edit and upload language audio recordings and videos onto the language website/FirstVoices site
* Work with Language Department team to ensure all project outcomes are met
* Participate in Language Dept team meetings
* Communicate with language speakers and Elders as required
* General administrative support
* Other relevant duties in a back-up capacity
* Undertake necessary training in software programming through FPCC
* Troubleshoot and assist in technical needs for project
* Assist in the delivery of emergency services for the First Nation community as directed.

**Requirements:**

* Basic IT skills and aptitude for recording software and editing
* Ability to work with MS Office software
* Take direction well and demonstrate initiative
* Excellent verbal, written, and telecommunication skills
* Prioritizing skills to ensure task/project completion
* Cultural Knowledge an asset
* Maintain superb ethics, honesty, and integrity while working in the best interest of the First Nation.
* Restriction free Criminal Record Check for Vulnerable Persons

THANKS in language

ORG NAME

EMAIL

1. **Job Description – Manager**

**Job Summary:**

ORG NAME is beginning its second year of storing and updating our LANGUAGE inventory in the community archive.

The Digitization initiative grant funds projects for First Nations in B.C. to archive, catalogue, acquire, and assess, and manage the various resources and materials in the community archives. Some materials may be uploaded to the community-managed FirstVoices site as well.

FirstVoices is an online platform where communities can record dictionaries, alphabets, songs, stories, words and phrases as well as audio and video archives.

**Responsibilities and Duties:**

We are seeking a person to:

* Prepare language content and translations stored in our archive
* Support translation and transcription efforts
* Edit text and audio/visual content as needed
* Help patrons locate information in archive
* Oversee loans of archival records
* Catalogue and oversee the arrangement of archival records
* Perform routine backups and spot-checks of archival materials
* Upload content to our archive on FirstVoices (as necessary)
* Perform other minor administrative tasks as required

**Qualifications and Skills:**

* Proficiency in MS Office especially word, publisher and excel
* Excellent written and verbal communication skills
* Strong attention to detail and experience in administration
* Knowledge of audio-visual formats (WAV files and MP3)
* Knowledge of content upload/download to internet
* Have good internet research skills
* Knowledge of library studies, information management, and policy making is an asset
* Understanding of LANGUAGE an asset.

**Term:**

Start DATE and ends DATE. Contract renewal contingent on continued funding.

**Wage:**

Contingent on experience

Submit resume attention NAME by DUE DATE via mail or to EMAIL

1. **Job Description – DiGI Technician**

**Position:**  Full-time contract/ Digitization Technician for the ORG NAME Language Department.

**Responsibilities:**

* Convert audio-cassette tapes and other analogue formats (BetaMax) into digital sound files
* Organize related materials into collections
* Arranging and file language materials in community database
* Work with Language Department team to ensure all project outcomes are met
* Participate in Language Dept team meetings
* Communicate with language speakers and Elders as required
* Perform routine backups on servers
* Attend trainings and webinars held by FPCC staff and other language technology professionals
* Assist language program staff with locating materials

**Qualifications:**

* You are a member of the NAME community, residing in or near the community of NAME
* You are able to work independently and as part of a small project team
* You have strong communication skills (oral and written), and are able to prepare written reports on activities and budget expenditures (i.e., working knowledge and experience with Microsoft Word and Excel)
* Possess willingness to learn
* Is self-motivated and interested in language, culture, and history
* Experience with audio recording and editing software an asset

THANKS in language

ORG NAME

EMAIL

1. **Job Description – Lead Archivist**

**Job Summary:**

ORG NAME is looking for a Lead Archivist or Record Keeper to assist in storing and updating our LANGUAGE archive/ inventory.

The Digitization initiative grant funds projects for First Nations in B.C. to archive, catalogue, acquire, and assess, and manage the various resources and materials in the community archives. Some materials may be uploaded to the community-managed FirstVoices site as well.

FirstVoices is an online platform where communities can record dictionaries, alphabets, songs, stories, words and phrases as well as audio and video archives.

**Responsibilities and Duties:**

We are seeking a person to:

* Manage day-to-day of community archive
* Monitor digital archive use
* Help patrons locate information in archive
* Oversee loans of archival records and update access policies
* Arrange and catalogue records
* Locate language materials outside of community
* Acquire, appraise, and accession/add new entries to archive
* Perform routine backups and spot-checks of archival materials
* Upload content to our archive on FirstVoices (as necessary)
* Assist and guide digitization technicians and assistants in their tasks
* Perform other minor administrative tasks as required

**Qualifications and Skills:**

* Proficiency in MS Office especially word, publisher and excel
* Excellent written and verbal communication skills
* Organized
* Strong attention to detail
* Knowledge of audio-visual formats (WAV files and MP3)
* Knowledge of content upload/download to internet
* Have good internet research skills
* Experience in office administration, museums, librarianship, information management, or policy making is an asset
* Understanding of LANGUAGE an asset.

**Term:**

Start DATE and ends DATE. Contract renewal contingent on continued funding.

**Wage:**

Contingent on experience

Submit resume attention NAME by DUE DATE via mail or to EMAIL

1. **Job Description – Translator/Transcriber**

**Position:**  Part-time, Transcriber/Translator for the ORG NAME Language Department.

**Responsibilities:**

* Translate LANGUAGE to English or English to LANGUAGE in meetings, video promotions, social media, and other community functions
* Transcribe (write) LANGUAGE to English or English to LANGUAGE materials and texts
* Assist Digitization Technician and Lead Archivist in research (as needed)
* Communicate with language speakers and Elders for clarification and feedback
* Review archival documents with language speakers and Elders to be transcribed
* Care for and maintain wellbeing of Elders in transcription/translation sessions

**Requirements:**

* Basic IT skills and aptitude for recording software, editing, and typing
* Ability to work with MS Office software
* Take direction well and demonstrate initiative
* Excellent verbal, written, and telecommunication skills
* Prioritizing skills to ensure task/project completion
* Cultural Knowledge an asset
* Knowledge of LANGUAGE writing system(s) an asset
* Prior language knowledge preferred/ willingness to work with Elders and mentors necessary
* Maintain superb ethics, honesty, and integrity while working in the best interest of the First Nation.
* Restriction free Criminal Record Check for Vulnerable Persons

THANKS in language

ORG NAME

EMAIL