



GICHI OZHIBWIGE OGAAMIC
ADMINISTRATIVE OFFICE

EMPLOYMENT OPPORTUNITY

Position Title: Archive Research Assistant
Unit: Treaty Aboriginal Right Research, Kenora
Location: Administrative Office, Kenora
Closing Date: Open until filled



Job Overview:

Under the supervision of the T.A.R.R Specialist, the “**Archive Research Assistant**” will assist in establishing our digital archives. Grand Council Treaty #3 has a vast collection of digital images taken from historic sites. We are in the process of assessing our collection and establishing a contemporary archive to protect the images and make them more available to our communities. T.A.R.R. is responsible for undertaking and completing Historical and Legal Research for Specific Claims.

Key Responsibilities:

- Assist in preparing an annual work plan/budget and monthly status reports.
- Manual and online research, coding and classifying.
- Assist and Implement update classification plans, records scheduling and disposal plans.
- Compile document collections and submitted to appropriate TARR personnel and Government agencies.
- Makes arrangements, prepares and assists in Grand Council General Assemblies.
- Coordinate the logistical aspects of TARR Unit, such as meetings, seminars, workshops, special projects, and events.
- Management of controlled documents and archived data.
- Transfer of all required research materials from current to completion of permanent status.
- Apply standards and policies for storage of research materials.
- Assist in the designing of programs for managing all historical records.
- Assist in managing current and semi-current records and files, in particular cataloguing system, records scheduling and disposal and finding aids.
- Assist in planning the computerized management of research records and materials.
- Assist in appraising and acquiring research materials and develop a catalogue and retrieval system to allow access to materials.
- Assist in preparation and provide an annual inventory process, checklist and report.
- During an emergency epidemic/pandemic situation, job duties will be reviewed and reassigned accordingly.
- All other related duties assigned by supervisor and Leadership of GCT#3.

Qualifications:

- A Diploma or degree in Archival Studies or Library & Information Science with a specialty in archives or an equivalent combination of training and experience in related historical archive and policy work.
- GCT#3 is willing to provide a mentorship program to any candidate that has a background in Aboriginal Right Research or Archival Studies.
- Knowledge of accessing research materials manually and online.
- Knowledge of G.I.S. informational data system.

Skills/ Abilities:

- Proficient with various office-based software, including Microsoft Office (Word, Excel and Power Point), online video-conferencing platforms (Zoom, Blue Jeans, Microsoft team).
- Ability to format, draft correspondence, reports, and proposals.
- Ability to provide professional client/community service and communicate effectively and diplomatically, both orally and in writing.

- Ability to work under pressure and meet deadlines.
- Ability to take initiative, plan youth outings in communities, be organized and punctual, and work with minimal supervision.

Preference will be given to those applicants with:

- An Anishinaabe background. Applicants that have prior knowledge of Anishinaabe Worldview; have a basic understanding of the Ojibwe language and understand the Anishinaabe protocols and customs.
- Experience communicating and building relationships with Treaty 3 communities.

Employment Conditions:

- Must have valid driver's license, in good standing and a reliable vehicle.
- Must have a clear criminal records/vulnerable sector check is required upon hiring.
- Must be able to travel on short notice.
- Travel may be required within Kenora and surrounding areas.
- Busy office setting and repetitive work.
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with public at large.
- Overtime may be required.

Please send cover letter, resume, and contact information for 3 references to the attention of:

Oluyinka Leigh, Human Resource Manager

Grand Council Treaty #3
P.O Box 1720 Kenora,
Ontario P9N 3X7
Fax: 807-548-5041
Email: hr@treaty3.ca

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted. At Grand Council Treaty #3, we value the unique skills and experiences each individual brings and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection process, advise Human Resources when applying for the position.