



Employment Opportunity

Archives and Records Administrator

Term one-year Full-time TKC Wage scale 7 \$42.79 - \$ 51.34

Reporting to the Office Manager, the Archives and Records Administrator will be primarily responsible for the creation of an archives and records management plan for Ta'an Kwäch'än Council (TKC) and its implementation and maintenance.

The Archives and Records Administrator will design policies and procedures to maintain organizational and cataloguing systems that make it easier to manage, process, store and disseminate information contained across the TKC Government and in TKC's archives. They will acquire, store and research textual material, pictures, photographs, maps, architectural documents, electronic materials, films and videos, audio visual recordings and multimedia materials.

As per policy preference will be given to those Ta'an Kwäch'än Council Citizens who self-identify in their cover letter/résumé.

For a complete job description, contact: rkufeldt@taan.ca.

Closing date: Until Filled

Please submit cover letter and résumé to e-mail:

humanresources@taan.ca