



Employment Opportunity Cultural Resource Clerk

Reference No. QSL-ADM-CRC-1016

Purpose: The purpose of the Cultural Resource Clerk is to support the S-ul'hween Committee, and provide administrative support to the department. This position is a 1.0 FTE, and works primarily in the office under direction of the Cultural Coordinator with minimal local travel required. This is a full-time term position.

Responsibilities:

- **Support the S-ul'hween Committee:**
 - Record and transcribe S-ul'hween Committee minutes which includes Hul'q'umi'num'
 - Prepare and distribute committee agendas and minutes
 - Coordinate meeting details, such as preparing the agenda, confirming member attendance, securing a location and other relevant details
 - Provide technical assistance to the committee
- **Provide administrative Support to the Department:**
 - Prepare a variety of documents such as correspondence and memorandums
 - File incoming documents for the cultural programs activities
 - Assist in the coordination and delivery of cultural program activities and training
 - Attend department meetings
 - Pick up and prepare book orders, including printing, binding and delivering books
 - Develop publications and documents as needed, such as posters
 - Receive and respond to Hul'q'umi'num' language requests with input from the Cultural Coordinator and Elders
 - Manage and organize the electronic and physical filing systems
 - Other related duties

Required Education and Experience:

- Grade 12 Graduation
- 2 years administrative experience

Required Skills Knowledge and Abilities:

- Extensive knowledge of Cowichan language, culture and traditions
- Ability to speak, read and understand Hul'q'umi'num Language
- Knowledge of Quw'utsun Syuw'entst Lelum programs and services
- Knowledge of current archiving procedures
- Experience preparing meeting minutes
- Well-developed written, oral, and interpersonal skills
- Organizational skills
- Ability to operate both PC and Mac software
- Time management with the ability to multitask

**Please refer to Reference No. QSL-ADM-CRC-1016 when submitting
cover letter, resume, and three references to:**

HR Advisor, Cowichan Tribes: 5760 Allenby Road Duncan, BC V9L 5J1

EMAIL: resume@cowichantribes.com

Deadline: 4:00 p.m. Tuesday November 1, 2016