

# Kanaka Bar Indian Band



## JOB POSTING

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**Position:** Library Worker  
**Reporting:** CEO Greg Grayson  
**Organization:** Kanaka Bar Indian Band  
**Deadline:** September 30, 2022 at 4 p.m. (PST)  
**Application Process:** Email cover letter and resume to [ceo@kanakabarband.ca](mailto:ceo@kanakabarband.ca)

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**Summary:** Kanaka Bar Indian Band has a vision to manage and use its land and resources to maintain a self-sufficient, sustainable, and vibrant community. Our community a 5-year Community Resilience Plan (CRP) that is aimed at achieving our collective vision. Included in the CRP is development and management of a 'community library' to gather, store and share our collective communal knowledge from "yesterday and today" for "tomorrow", as the transfer of knowledge is integral to Kanaka's long-term resiliency. For more information on Kanaka, please review our website at: [www.kanakabarband.ca](http://www.kanakabarband.ca). In particular, the online "Library Menu" which was started in 2015 and has since been updated.

**Position:** A new full-time employment job at Kanaka's new community building from Monday to Friday. Starting hourly wage will be \$22 per hour for a week of 35 working hours. There would be a 6-month probationary period. Position is currently funded for up until March 31, 2022 but there is an opportunity for extension based on library's development, operations, as well as worker's commitment and performance.

**Job:** In general, the successful applicant will be responsible for ongoing community engagement as well as individual and team effort required to successfully operate the library. The applicant will also be responsible to provide a good customer service and maintain the efficiency of Kanaka's library by assisting with the clerical duties. The main responsibilities of the successful applicant will include:

- 1-Gathering:** Manage identified resources and continue to update database with new material/information;  
Access and organize available resources at Kanaka, online and through third parties;  
Begin locating Kanaka's story within the resources;  
Always be on a look out for new and meaningful resources.
- 2-Storage:** Acquire hard copies and digital copies of resources;  
Sort and label gathered resourced within the existing database;  
Organize and maintain resources physically with sequencing for accessibility to users; and  
Digitise and save resources onto community server and public website.
- 3-Transfer:** Establish and operate a process for users to access/utilise resources of the library;  
Update the public section of website and create a private online database for users' access; and  
Lead events and participate training sessions pertaining to the advancement of Kanaka's library.

With this job posting, Kanaka Bar is inviting applicants to oversee design, planning, implementation, and administration of Kanaka's "4K Library" initiative.

Our project will allow Kanaka Bar to preserve, both manually and digitally, our community's history, culture, and language for future generations. Please contact Greg Grayson for any additional information or past efforts pertaining to the library.

**Qualifications:** to build community youth's capacity and ensure sustainability of this initiative, we encourage youth to apply and execute this job. However, we are also open to other interested applicants who can demonstrate passion for this type of work and developing their own skills, knowledge, and expertise. Preferably, the applicants will be residing at Kanaka or nearby, although all interested persons can and should apply.

At a minimum, we will be reviewing applicants who can demonstrate qualifications and skill sets such as:

- Ability to establish and maintain effective working relationships with employees, residents, membership, and leadership, as well as external collaborators.
- Basic understanding of how a library functions, its services, collections, technologies, and resources.
- Basic knowledge of library practices as they apply to accessing resource materials and other acquisitions.
- Satisfactory skills in email, phone, and storage (hard copy and digital).
- Ability to learn, develop and lead a library resource database with written standard operating procedures.
- Ability to learn new technologies, application software, processes, and skills (example updating website).
- Effective oral and written communication skills.
- Outstanding organizational skills with an eye for detail and a mindset for problem-solving
- Demonstrated ability to work remotely using either Teams or Zoom.
- Ability to develop and conduct presentations using various multimedia.
- Ability to work alone but know when to ask for help.

**Working Conditions:**

- Physical presence at the new Community building from Monday to Friday during regular office hours.
- In person and digital interaction with employees, residents, membership, leadership, and the public.
- Travel as and when required.
- Manual ability to use office workstation, desktop computer and peripherals.
- Sitting for extended periods of time.
- Able to attend work-related meetings, as and when required.

Starting date could be as early as first week of October 2022 but depends entirely on finding the right candidate.

All interested applicants should submit a cover letter and resume to Greg Grayson at [ceo@kanakabarband.ca](mailto:ceo@kanakabarband.ca) by end of day (4:00 pm PST) on September 30, 2022.

We appreciate all applications; however, only short-listed applicants will be contacted to participate in a formal interview.