

Kanaka Bar Indian Band



JOB POSTING

Position: Youth Worker – 4K Library (Hybrid/Contract)
Reporting: CEO Blue
Organization: Kanaka Bar Indian Band
Deadline: Until position is filled
Application Process: Email cover letter and resume to ceoblue@kanakabarband.ca

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 has just approved a 5-year Community Resilience Plan (CRP) that is aimed at achieving this vision. Included in the CRP is development of a 'library' to gather, store and share our collective communal knowledge from "yesterday and today" for tomorrow, as it is integral to Kanaka's long-term resiliency. For more information on Kanaka, please review our website at: <http://www.kanakabarband.ca/>. In particular, the online "Library Menu" which was started in 2015.

Position: a new temporary full-time and hybrid employment opportunity at Kanaka's new community building from Monday to Friday. Starting hourly wage will be \$16/hour. Position is for 6-months with an opportunity for extension based on library's development, operations and worker's performance.

The Job: In general, and starting from scratch, the successful applicant will be responsible for ongoing Kanaka engagement as well as individual and team effort required to create and then run a 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 responsibilities will include:

- Gathering:** Complete resource identification and update the table as new information becomes known. Start accessing the resources here at Kanaka, online and through 3rd parties. Begin locating Kanaka's story within the resource materials and Always be looking for new resources.
- Storage:** Acquire hard copies and digital copies of Kanaka's resource materials. Sort and label Kanaka's gathered material with a "searchable" database.
Bookcases: Organize and maintain shelves in proper sequence for accessibility to materials.
Server/Internet: Digitise and save materials onto server and public website.
- Transfer:** Create a hard copy "accessibility process" so that users can utilise materials located and stored. Update the public section of the website and create a private online database. Lead events and training sessions so that our story is shared.

With this job posting, Council is inviting applicants to oversee design, planning, implementation, and administration of Kanaka's 4K Library described above.

Our project will allow Kanaka Bar to preserve, both manually and digitally, our community's history, culture, and language for future generations. Please contact Chief Patrick for the last PowerPoint presentation used during a community brainstorming session as this new position takes over from there.

Qualifications: to build capacity and ensure sustainability of this initiative, we are seeking applicants under 30 years of age and preferably live in the Fraser Canyon region to be able to physically be there in the community as and when needed, 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:

- Basic understanding of library function, services, collections, technologies, and resources.
- Basic knowledge of 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
- Ability to establish and maintain effective working relationships with employees, residents, membership, and leadership, as well as external stakeholders.
- Demonstrated ability using either Teams or Zoom.
- Ability to develop and conduct presentations using various media.
- Ability to work alone but know when to ask for help.

Working Conditions: The work is here at Kanaka.

- Physical presence at the new Community building as and when needed.
- In person and digital interaction with employees, residents, membership, leadership, and the public.
- Travel as and when required.
- Manual dexterity required to use desktop computer and peripherals.
- Sitting for extended periods of time.
- Able to attend Council and community meetings, as and when required.

Starting date could be as early as second week in February but depends entirely on finding the right candidate.

All interested applicants should submit a cover letter and resume to ceoblue@kanakabarband.ca. **This position will remain open until a suitable candidate is found.**

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