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Position Information

Position: Cultural Technical Assistant
Position ID: SS-2107
Supervisor: Cultural Coordinator
Hours: Full-time, seasonal (9 weeks)
Wages: \$15.20-\$18.00/hour (dependent on education)

Job Summary

The Culture & Language Department is seeking an individual with strong skills in using technology and an interest in the transmission of language and cultural knowledge. The Cultural Technical Assistant will digitize and preserve audio recordings, record, or assist in the recording, of Dakelh language speakers, assist in the setup and recording of cultural activities, and upload audio, text, and visual files to the Saik'uz First Nation FirstVoices language portal.

Requirements:

- Must be a current or recently graduated student
- Computer literate, particularly in Microsoft Office
- Audio or video editing and/or recording skills a strong asset

Qualifications & Skills:

- Knowledge of Saik'uz First Nation cultural practices an asset
- Excellent technological skills and a willingness to learn
- Able to work well with a team
- Flexible and responsive
- Able to focus on repetitive tasks or multi-step processes
- Attention to detail and well organized

Please include the Position ID in the subject line and submit your cover letter and resume to resume@saikuz.com by May 26, 2021.

We thank everyone for their interest; however, only those selected for an interview will be contacted.