



Archaeological Program Coordinator

Reporting to Consultation Manager

Administration Department

**PERMANENT
FULL-TIME @ 35 HOURS
PER WEEK**

Normal Work Hours:
Monday – Thursday:
8:15am to 4:30pm
&
Friday:
8:15am to 1:15pm

**This is an in-office
position.**

Salary:
Start Rate - **\$27.89 to
\$30.24 per hour***

*While Alderville First
Nation Salary Grid will
apply – **start rate will be
commensurate with
experience.**

Benefits:

- ☑ Paid Vacation!
- ☑ Paid time off over
Holiday Shutdown!
- ☑ 14 Statutory
Holidays!
- ☑ Paid Sick Leave!
- ☑ Group Health &
Dental Benefits
including Long-term
Disability (LTD) and
Employee Family
Assistance Program
(EFAP)!
- ☑ Pension Plan with
Employer Match!

JOB SUMMARY:

The *Archaeological Program Coordinator* will administer and implement the Archaeological Liaison Program and will oversee the Archaeological Liaisons and secure placement opportunities as needed.

KEY JOB FUNCTIONS:

- Organize archaeological assessment reports into a resource database.
- Actively seek and source funding opportunities in archaeology and cultural heritage initiatives that would support the Archaeological /Cultural Heritage Liaison program.
- Research and support Michi Saagiig presence in the archaeological record in Ontario.
- Promote Alderville First Nation's presence and interests in Ontario archaeology.
- Create and maintain relationships with archaeologists working on projects in Williams Treaties and Alderville First Nation Territory.
- Support the protection of Alderville First Nation's archaeological heritage and material culture and seek repatriation opportunities.
- Uphold and maintain ethical and cultural treatment of burial sites, archaeological sites, and artifacts.

DUTIES:

Administration/Record Maintenance

- Keep current of archaeological research, consultation and engagement standards affecting First Nations.
- Keep current of relevant federal and provincial policy as it relates to archaeology, heritage resources, and collections management.
- Conduct research on projects as needed.
- Assist with training and upgrading opportunities for future Archaeological Liaisons.
- Meet with Consultation Coordinator to evaluate scope of proponent projects, need for archaeological fieldwork and Alderville First Nation representation.
- Responsible for scheduling Archaeological Liaisons as needed, including monitoring of hours worked and expenses incurred.
- Attend meetings as deemed necessary by the Supervisor.
- Seek funding opportunities to support Archaeological/Cultural Heritage Liaison Program.

Fieldwork Placements

- Review archaeological reports for quality, accuracy, and completeness, and make recommendations.
- Advocate for appropriate archaeological interpretations, recommendations, and fieldwork during project monitoring.
- Conduct site visits as needed to evaluate fieldwork.
- Provide guidance to proponents, consultants, and Archaeological Liaisons regarding expected direction, quality, and completeness of fieldwork.
- Provide monitoring expertise for short term projects as needed.
- Ensure fieldwork equipment is up to date.
- Identify and secure fieldwork placement opportunities for Archaeological Liaisons.
- Review and maintain field notes of Archaeological Liaisons for completeness and accuracy.
- Provide support to Archaeological Liaisons in the field directly or indirectly.

Communication

- In collaboration with the Consultation Coordinator, determine and/or prioritize where Archaeological Liaisons will attend/participate in archaeological fieldwork on the territory.
- Ensure Archaeological Liaisons are aware of their fieldwork placements, and accommodations (if need be).
- Meet with Archaeological Liaisons to discuss site progress, interpretations, and issues.
- Meet with Direct Supervisor for regular updates.
- Create briefings for Chief & Council, Committees, and community.
- Responsible for maintaining communication with proponents.

MINIMUM QUALIFICATIONS:

Minimum schooling:

- Post-secondary degree or diploma in Archaeology, or 3-5 years of archaeological field tech work experience.

Specialization required:

- Archaeological field experience.
- Working knowledge of the provincial archaeological assessment process.
- Knowledge of Ontario Archaeology (chronologies & cultures).
- Valid driver's license and \$1M liability insurance.
- CPIC acceptable to position upon conditional offer.

Considered an asset:

- Hold a basic knowledge of the Williams Treaties and Alderville First Nation Traditional Territory and an appreciation for of First Nation culture and traditions.
- Knowledge of cultural resource management in Ontario, policies and procedures.

PREFERRED EXPERIENCE:

- Knowledge of general office practices and procedures.
- Excellent public relation skills, including an appreciation of the need for tact and a positive, cheerful informed approach with the public.
- Strong interpersonal skills.
- High level of organizational skills.
- Excellent computer skills with a proficiency in Microsoft Office and computer programs.
- Ability to work independently in a team environment.
- Ability to moderate groups and present material in a print and oral format.
- High level of tact and discretion.
- Displays initiative and strong sense of direction.
- Reliable and punctual.

**** For full job description, contact Human Resources****

DEADLINE TO APPLY: *Open until filled, applications will be reviewed upon receipt.*

HOW TO APPLY: Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

HOW TO CONTACT: Human Resources Recruitment
Phone: 905-352-2011 ext. 217
Email: humanresources@alderville.ca

Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

Chief & Council retain the right to make the final decision on the selection of the successful candidate.

