

# First Nations Summit

## Notice of Position: Records & Information Management Coordinator

The First Nations Summit (the Summit) invites applications for the position of Records & Information Management Coordinator.

Reporting to the Executive Director, this position is responsible for the management and development of the Summit's Records management program and its related functions as well as supervision of the Records Management Assistant and occasional casual support staff. The successful candidate will have a combination of education and experience in operating records management and library functions and have a track record as a team player. Technical knowledge of records management in an electronic environment is required.

### Required Qualifications:

1. Completion of a recognized diploma program in records management, archival or library studies;
2. Minimum of 3 years directly related experience in an office environment with responsibility for records management and/or archives at a senior level, preferably in a First Nations organization;
3. An equivalent combination of related experience and education may be considered.

### Knowledge, Skills and Abilities:

1. Knowledge of BC First Nations issues highly desirable;
2. Demonstrated understanding of the principles, practices, and legislative requirements of records management;
3. Team Player;
4. Excellent verbal, written and interpersonal skills, particularly with respect to explaining technical information to all levels of employees;
5. Strong attention to detail and ability to maintain a high degree of accuracy;
6. Demonstrated ability to work independently with minimal supervision, and reliably complete initiatives using sound project management practices;
7. Ability to maintain confidentiality when working with highly sensitive issues and documents;
8. Demonstrated ability to facilitate workshops and lead training activities;
9. Advanced knowledge and experience with Microsoft Office Suite (Outlook, Word, Excel), Windows Explorer, databases and records management software;
10. Knowledge of SharePoint and Collabware is an asset;
11. Ability to liaise and deal with internal and external contacts and to communicate courteously, professionally, tactfully and effectively;
12. Ability to lift records storage boxes and materials weighing up to 25 lbs.

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties, as assigned, might be part of the position.

Experience in First Nations organizations is an asset. Salary is commensurate with qualifications and experience. This is a full-time, regular staff position.

Applicants are requested to submit a confidential letter of application, with resume providing details of work experience and references to:

Mr. Howard E. Grant  
Executive Director  
First Nations Summit  
Suite 1200 – 100 Park Royal South  
West Vancouver, BC V7T 1A2  
RIM@fns.bc.ca

Extended deadline for applications is 25 March 2019.

The First Nations Summit wishes to thank all applicants for the interest and advises that only those candidates to be interviewed will be contacted.