



# UNION OF BC INDIAN CHIEFS

OUR LAND IS OUR FUTURE

## **JOB OPPORTUNITY – UNION OF BC INDIAN CHIEFS VANCOUVER OFFICE**

### **Full-Time Records and Information Management Assistant, term position**

The Union of BC Indian Chiefs (UBCIC) is seeking a temporary Records and Information Management Assistant maternity leave cover for a one year term position to support the work of our organization and assist in carrying out the mandates as directed by UBCIC's member Nations. Reporting to the Librarian and Archivist, the successful candidate will support staff in implementing and maintaining a UBCIC records management program. Under the direct supervision of UBCIC's Librarian/Archivist and Archivist, the assistant will update and maintain file inventories, update and maintain the file plan, revise and develop records management policies and procedures, support records management training for staff, liaise across departments to support transfer and final disposition of records, and other records related projects as required.

#### **About the UBCIC**

The UBCIC is a not-for-profit organization representing and taking direction from over 100 First Nations in BC. Our aim is to protect and advance the political and territorial rights of BC First Nations. We support Indigenous Peoples at regional, national, and international forums. The UBCIC's mandate is to work towards the implementation, exercise, and recognition of our inherent Title, Rights, and Treaty Rights, and to protect our lands, waters, and resources through the exercise and implementation of our own laws and jurisdiction. The UBCIC strengthens First Nations to assert and implement their Title, Rights, Treaty Rights, and Right of Self-Determination as Peoples. The UBCIC upholds the principles and standards articulated in the *United Nations Declaration on the Rights of Indigenous Peoples* for the establishment and maintenance of a universal framework of minimum standards for the survival, dignity, well-being, and rights of Indigenous Peoples.

#### **Duties and responsibilities include:**

- Testing and refining a workflow for creating records inventories for each department within the UBCIC, and working with departments to create inventories for paper and digital records
- Updating and developing written guidelines, policies, and procedures for records management
- Working with departments to describe and evaluate records and revise file plan
- Assisting with moving records to new file plan
- Assisting the Library and Archives in developing best practices and training materials for records management, and assisting with training and supporting employees in different areas of records management (e.g., OneDrive management, Outlook management, filenaming, retention and disposition)
- Participating in broader Library and Archives information management initiatives and projects

#### **Kamloops Office**

209 - 345 Chief Alex Thomas Way  
Kamloops, BC, V2H-1H1  
Phone: 250-828-9746  
Fax: 250-828-0319

#### **Vancouver Office**

Suite 401 - 312 Main Street  
Vancouver, BC, V6A-2T2  
Phone: 604-684-0231 or toll free: 800-793-9701  
Fax: 604-684-5726

[www.ubcic.bc.ca](http://www.ubcic.bc.ca)



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## Qualifications:

- Skill and knowledge usually attained by courses in archival studies/records management or a combination of knowledge or experience, including familiarity with retention and classification schedules as well as archival arrangement and description
- Strong computer and data entry skills, including experience working with windows-based systems and database(s)
- Familiarity with the management of digital records, including preservation
- Familiarity with the Union of BC Indian Chiefs' vision and goals
- Self-motivated and able to work independently and flexibly
- Respect for confidentiality
- Able to manage a repetitive and detail-oriented workload

This is a full-time, maternity cover term position for a period of one year with a salary range of \$45,000-\$55,000. Please send a cover letter, resume and references to the attention of the UBCIC Librarian and Archivist. **If sending by email, please send to [careers@ubcic.bc.ca](mailto:careers@ubcic.bc.ca) with the subject line “UBCIC Records and Information Management Assistant Position.”** We thank all candidates for their interest. Only those candidates who are shortlisted for interviews will be contacted. Posting opened until filled.

The Union of BC Indian Chiefs hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply, including early career information professionals. However, qualified Indigenous applicants will be given priority.

Please note that the safety of our employees, members, and guests continues to be a key priority for UBCIC. It is mandatory for all attending our office to be fully vaccinated against COVID-19. Some work for this role may also be conducted remotely.

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