**U’mista Cultural Society**

P.O. Box 253, Alert Bay, BC, CANADA, V0N 1A0

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| Title:  | Genealogy Researcher |
| Wage: | $25.00 + MERCs |
| Duration: | 3-year Contract – start immediately. |

**organization summary**

The U’mista Cultural Centre and its employees are committed to ensuring the survival of all aspects of Kwakwa̱ka̱’wakw cultural heritage. This includes the kwak̕wala language as well as ceremony and care taking repatriated regalia collectively known as the Potlatch Collection.

**Position Summary**

U’mista is excited to announce the contract position of Genealogy Researcher to join our efforts. The Genealogy Researcher is responsible for developing, implementing and managing a genealogy program to empower Kwakwa̱ka̱’wakw with a focus toward reconciling residential school survivors to their family histories and extended family. The program will advance education for Kwakwa̱ka̱’wakw by confirming their place in Kwakwa̱ka̱’wakw culture and society. ’Na̱’mima (family Lineage groups), Kwak̕wala names and the origin and translation of those names will be researched and recorded. This position will also update records submitted by Kwakwa̱ka̱’wakw to ensure the most up to date information is available.

**Principal Duties & Responsibilities**

* Liaise with community members to source interview subjects
* Schedule interviews with elder and knowledge keepers, including recording information (written documentation and video recordings)
* Correcting any discrepancies in existing information, update existing family trees using corrections sent to U’mista as well as researching death, birth and marriage certificates
* Traveling to interview subjects in various Kwakwa̱ka̱’wakw communities or arranging for Zoom interviews (dependent on current Public Health Orders)
* Follow BC’s response to COVID-19 guidelines in all programs
* Follow Local Government (‘Namgis First Nation, WheLaLaU Society, and Village of Alert Bay) and U’mista’s response plans to COVID-19

**Job Specifications**

The ideal candidate will have strong cultural and community ties. They will possess:

* Post-secondary education or equivalent experience
* Valid driver’s license
* Excellent interpersonal skills to interview elders and knowledgeable community members
* Excellent communication skills to present findings to various stakeholders
* The ability to record Kwak̕wala names and words in U’mista’s orthography is preferable
* The ability to conduct research in a variety of settings, i.e., Historical documents, public records, online, archives, in person, photographs, etc.,
* The ability to work independently and on a team
* Critical thinking skills, be a self-starter, and be a reliable team member
* Computer skills (Office 365) and the use of digital recording equipment
* A strong attention to detail

**HOW TO APPLY?**

Apply by 5:00 pm, Friday April 30, 2021

Email cover letter and resume, including current contact information for references to director@umista.ca with “Genealogy Researcher” in the subject line.

Fax to 1-250-974-5499 attention director, with “Genealogy Researcher”

in the subject line.

Only shortlisted candidates will be invited to interview.

Please include up to date contact information for references.

Preference will be given to those of Aboriginal Ancestry – per Section 16(1) Canadian

Human Rights Act.