



## **Documentation Technician**

The Gulf of Georgia Cannery, built in 1894 in the historic village of Steveston, is a living monument to the people involved in BC's fishing industry. The National Historic Site is operated by the Gulf of Georgia Cannery Society, a non-profit society. Collaborating with Parks Canada, the Society preserves Canada's West Coast fishing history and presents it in an engaging and relevant way.

We are seeking an outgoing and self motivated individual to collect, authenticate and capture documentation. Within the office and site environments you will develop a database that captures the Operations and Maintenance of a complex National Historic Site. Our team and working environment exemplify inclusivity and diversity. We pride ourselves in demonstrating open minds, open hearts and welcoming all who participate in our endeavours.

### **Responsibilities:**

The Documentation Technician will report primarily to the Executive Director and will play a significant role in capturing valuable information for the organization.

Specific tasks and duties assigned to the Documentation Technician include:

- Contributing to the creation of a robust operations and maintenance database for a complex national historic site.
- Inspection of technical drawings for the Gulf of Georgia Cannery National Historic Site.
- Digital and hard copy organization of drawings and related documents such as, but not limited to, Operations and Maintenance reference material.
- Assisting with organizing and creating preventative maintenance plans and schedules for various building components.
- Cataloguing an inventory of drawings and documents.
- Refiling or relabelling physical storage of drawings and documents.
- Collaborating with Gulf of Georgia Cannery Society staff and Parks Canada Asset Management staff to verify accuracy of documents.
- Other related duties as required and directed by the Executive Director

**Qualities:**

- You are a motivated team player who can work independently.
- You are highly adaptable and able to make quick, intelligent decisions based on new information.
- You act with uncompromising honesty, integrity and ethics.
- You demonstrate initiative and strong leadership skills.
- You demonstrate attention to detail.
- You have strong interpersonal and communication skills.
- You are dedicated to building diversity, inclusivity and fostering reconciliation within our sector
- You enjoy being a member of a team passionate about history, community and sharing our diverse stories.

**Skills and Experience:**

- Enrollment in a science, engineering or trade-based program
- Competent in oral and written communication in English.
- Some experience with reviewing engineering drawings would be beneficial
- Some experience working in a trade related job such as plumbing, electrical, construction and carpentry is beneficial but not mandatory.
- Willingness to work in a variety of environments including heritage buildings, office space and dusty storage areas with fluctuating temperatures.
- Experience with MS Office software, including MS Excel, MS Word and MS Outlook.
- Ability to work within a team and independently after adequate training.

**Hours:** This is a temporary position at 35 hours weekly; the position is expected to begin on June 2<sup>nd</sup>, 2025 and run for a total of 10 weeks. This position requires a flexible work schedule.

**Compensation & Training:**

- \$19.00 per hour @ 7 hours per day.
- Comprehensive training will be provided by the employer.
- Basic knowledge of the site's structure, safety protocol and location of related documents.
- Familiarization of office equipment, including computer, network, and physical file locations.

- Exhibit and historical familiarization of the Cannery site.
- Historical information on Steveston.
- Emergency and security procedures.
- Introduction to technical service providers and subject matter experts on historic site preservation.

### **Outcomes for your Future:**

Through the tasks and duties assigned to them, the Documentation Technician is expected to acquire skills in:

- A general understanding of building systems such as mechanical, electrical, architectural, plumbing, and structural systems.
- Gaining a familiarity with engineering drawings.
- Associating engineering drawings with real building systems through on-site inspection.
- Organizational excellence as it relates to the efficient and effective analysis of building plans and systems.
- Project Management concepts and tools.
- Navigating digital file storage through OneDrive, SharePoint, and Google Workspaces.
- Using software such as Adobe and Microsoft 365 suite of products.
- How to appropriately and effectively communicate with members of our internal and external staff, stakeholders, and service providers.
- Relationship building and networking.
- Providing services to clients.
- General office duties
- Working and collaborating in a team environment as well as managing priorities with independent work.

### **Conditions of Employment:**

This position is funded by Canada Summer Jobs. As such, applicants are required to be between 15 and 30 years of age and must be legally entitled to work in Canada (i.e. you must have a valid Social Insurance Number). A vulnerable sector screening with a police service will also be required.

We are actively recruiting for this role and only shortlisted candidates will be contacted.

### **Apply by May 20th with a cover letter and resume addressed to:**

Elizabeth Batista, Executive Director  
 Gulf of Georgia Cannery Society  
 HR@gogcannery.org

Only those candidates chosen for an interview will be contacted. No phone calls please. For more information about the site, please visit: [www.gulfofgeorgiacannery.org](http://www.gulfofgeorgiacannery.org)

If you are interested in working with us, but see something in this posting that excludes you, please reach out to us. We are committed to decolonizing our practices and creating an inclusive working environment that accommodates all backgrounds and abilities. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, and identification as an Indigenous person.