



Job Posting

Position: Indigenous Co-trainer

Term: Contract position

Location: remote, limited travel required

Contract duration: August 2025 – March 2027, total of 360 hours over 2 years

Rate: \$30.00 / hour

About the AABC

The Archives Association of British Columbia (AABC) is a non-profit organization that was established in 1990 and supports archives, archivists, records professionals and all those with an interest in documentary heritage in British Columbia. As a member of the Canadian Council of Archives, the Association represents archival institutions in British Columbia at the national level.

The AABC assists the community through education, professional development, and advisory services with the goal to increase the capacity of archives throughout the province to preserve and provide access to BC's documentary heritage; maintenance of the provincial database, MemoryBC; and provides infrastructure to support networking opportunities for the archival community. The AABC is a registered society in the Province of British Columbia, as well as a registered charity with the Canada Revenue Agency (CRA).

About the Project

Funded by Library and Archives Canada's Documentary Heritage Communities Program (DHCP), the AABC is seeking an Indigenous Co-trainer to work with the AABC Education and Advisory Services (EAS) Coordinator on the 2-year project: "Expanded Training and Support for Emerging Indigenous Archive Programs". This project will improve upon the previously developed workshop "Archives 101: Archival Practice for Indigenous Organizations" through expanded content and guest speakers. The EAS Coordinator and Indigenous Co-trainer will co-teach four workshops: three online, and one in-person workshop. The goal of these workshops is to help build archival capacity and foster a network of archival practice between Indigenous communities and organizations and the larger archival profession.

The Indigenous Co-trainer will bring their lived experience working with cultural knowledge and community priorities to identify themes and resources that can be integrated into workshop content. The Indigenous Co-trainer reports to the EAS Coordinator throughout the project and will be provided with orientation to resource materials and access to AABC professional development materials to



further their own archival training and knowledge. It is anticipated that this will be a reciprocal relationship and that the Indigenous Co-trainer has much traditional cultural knowledge in general to offer to the EAS program, the people in the community receiving the training, and the AABC as a whole.

The total contract value for this 2-year position is \$10,800.00 based on the approved completion of all contractor hours. Additional travel expenses related to the in-person workshop (location in B.C. to be determined) will be covered by grant funding.

Indigenous Co-trainer responsibilities:

- Reports to the AABC EAS Coordinator on project deliverables;
- Liaise with the EAS Coordinator and community contacts to set workshop dates and send out a pre-workshop survey to set training priorities;
- Work together with the EAS Coordinator to prepare workshop content & handouts, liaise with Indigenous guest speakers;
- Deliver the workshop with EAS Coordinator: 3 online workshops via Zoom; 1 in-person workshop, location to be determined;
- Monitor and review post-workshop survey comments with EAS Coordinator;
- Provide updates to the EAS Coordinator for inclusion with regular Executive reports and DHCP interim and final grant reports;
- Prepare and submit monthly invoices for contract hours.

Qualifications/experience required:

- Degree in archival studies or an equivalent combination of related education, experience, and/or training;
- Knowledge of and experience working with First Nations and Indigenous Communities in BC;
- Interest in the integration of archival best practices and the stewardship of cultural knowledge;
- Required proficiency with Microsoft Office including Excel, Word, and PowerPoint;
- Comfortable speaking online and using Zoom software;
- Effective oral and written communication skills, organizational skills;



- Ability to self-motivate and work independently and as part of a team to establish and meet project deadlines;
- Cultural sensitivity and competency, and relationship-building skills.

Applicant is required to have access to the following for the role:

- Computer and printer
- Stable Internet access (wifi)

How To Apply

Application deadline: August 8, 2025

Please provide an e-mail with “Indigenous Co-trainer” in the subject line, a cover letter indicating how your experience meets the qualifications for the position and your resume to: aabc.president@aabc.ca.

We thank all those who express interest in the position, only candidates selected for an interview will be contacted. Interviews will be conducted virtually in August 2025.

The AABC is committed to diversity and inclusion in the organization and our broader archival field. Pursuant to Section 42 of the BC Human Rights code, preference will be given to Indigenous applicants. Candidates who wish to qualify for preferential consideration must self-identify in their applications.