



Job Opportunity: Archivist Supervisor

About Yekooche First Nation:

The Yekooche traditional territory is located about 85 km northwest of Fort St. James, British Columbia. It comprises 4 reserves on a total of roughly 180 hectares of land. Most of our band members live in Reserve #3 (Yekooche) located along the northwest arm of Stuart Lake, where Nancut Creek drains Cunningham Lake into Stuart Lake.

Position Overview:

The Archivist Supervisor is responsible for overseeing the archivist team and ensuring the integrity, accuracy, and accessibility of organizational records. This role plays a key part in the transition to a paperless system by supervising the digitization process, ensuring quality control, and developing a comprehensive and user-friendly digital database.

Duties and Responsibilities:

Archival Management and Supervision:

- Supervise, mentor, and coordinate the daily activities of the archivist team.
- Ensure proper classification, storage, and retrieval of records and documents.
- Monitor and enforce archival best practices and confidentiality protocols.
- Provide training and guidance to team members on archiving procedures and technologies.

Digitization & Data Management:

- Oversee the scanning and digitization of physical records, ensuring quality, accuracy, and completeness.
- Conduct regular audits and spot-checks to maintain high standards in document scanning and indexing.
- Develop and maintain a comprehensive, searchable digital database for quick and easy document access.
- Work toward and support the organization's transition to a paperless record-keeping system.

Administrative Support:

- Assist with a variety of administrative tasks in the office as assigned or instructed by management as needed.

- Collaborate with departments to fulfill record requests and improve document management workflows.
- Maintain organized, secure, and up-to-date archives of both digital and physical files.
- Manage the disposal of the physical files relative to the retention policy.

Qualifications:

Education and Experience:

- Post-secondary education or training in Archival Studies, Library, Business Administration, Business management diploma, or related field. A combination of equivalent education, training, and experience will be considered.
- A minimum of two (2) years of experience in the same role, administrative or office support role.
- At least two (2) years of experience in a supervisory or team lead position.

Knowledge, Skills and Expertise:

- Strong understanding of records classification systems, archival practices, and privacy/confidentiality policies.
- Proficient in database management systems, scanning equipment, and digital storage platforms.
- Proficiency in Microsoft Office (Outlook, Excel and Word) and Sharepoint.
- Excellent organizational and attention-to-detail skills.
- Strong leadership, communication, and problem-solving abilities.
- Ability to multitask, prioritize effectively, and work well independently and within a team.
- Professional demeanor with the flexibility to assist in various administrative duties as needed.

Conditions of Employment:

- Submit and maintain a clear police information check prior to beginning of employment and throughout employment.
- Ability to obtain positive evaluations and assessments and to effectively fulfill the responsibilities of their position as set out in their job description and employment agreement.
- Must adhere to the terms and conditions set out in the YFN Employment Agreement.
- Ability to maintain positive working relationships with the YFN Chief, Council, staff and members.
- Must have a valid bank account and Social Insurance Number.
- Must possess a valid BC driver's license with a clear driver's abstract.

Benefits:

- A comprehensive group benefits plan, including extended health, vision, dental, life insurance, disability coverage, and a lifestyle spending account, will be available at the beginning of employment
- Registered Retirement Savings Plan (RRSP) with a 5% employer match at the beginning of employment.
- Up to two weeks of paid time off.
- Two weeks paid Christmas break.
- On-site parking.

How to Apply:

Send your resume and cover letter to: hr@yekooche.com

Deadline to Apply: February 20, 2026

Job Type: Project-Based, Full-Time

Salary: \$28 per hour

Work Location: Prince George Head Office & Community visit as needed

Schedule: Monday to Friday from 8:30 a.m. to 4:30 p.m.