



JOIN OUR TEAM!

DIGITAL LEGACY TEAM

POSTED: MAY 3RD, 2019; CLOSING: MAY 17, 2019

Position 1: Digital Legacy Lead

Position 2: Digital Legacy Researcher

Lake Babine Nation requires a Digital Legacy Team to compile historical data. The Digital Legacy Team will be responsible for scanning photographs and reports to digitize the information. The team will create and maintain a searchable database, involving their data entry and management skills.

Qualifications:

- Business Administration Certificate combined with discipline in field of Librarian / Researcher or a related discipline from a recognized post-secondary institution.
- Minimum two years' experience in the field of Digitization / Research
- General understanding of computerized cataloging systems.
- Familiarity with a range of electronic systems including MS Word, MS Excel, Email, and Xyntax
- Familiarity with a wide range of office equipment: computer, scanner, photocopier.
- Knowledge of manual or electronic document control systems would be an advantage.
- Excellent communication skills both verbal and written, organizational skills, time management and research
- Accuracy and attention to detail while working under tight deadlines.
- Class 5 Drivers' License and reliable vehicle, considered an asset

Please submit resume and cover letter to Human Resource Assistant, Philine West

✉ philine.west@lakebabine.com

☎ (250) 692-4700 | 1-888-692-3214

Successful candidates of short-listing will be contacted; no telephone calls please