



HIAWATHA FIRST NATION

EMPLOYMENT OPPORTUNITY

Position Title: Archeological Liaison

Position Type: Internal/External

Location: Hiawatha, ON

Duration: Seasonal

Posting Closes/Deadline: July 16, 2024 at 11:59 pm

Tentative Interview Date: July 17-19, 2024

Salary Range: \$25.00 per hour, plus expenses

About Us:

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 1000 registered citizens, with approximately 235 residing in Hiawatha. In the summer months our population increases significantly. Hiawatha is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

Position Summary:

The Archaeological Liaison (AL) is a pivotal member of the archaeology department, playing a key role in documenting and safeguarding archaeological and culturally sensitive sites within Hiawatha First Nation's Treaty and Traditional Territory. The AL actively participates in all stages of archaeological assessments (Stages 1 to 4), including field walking, test-pitting, excavation, soil screening, data recording, and report submission. Their work is essential in ensuring that specific information is available to Hiawatha First Nation. Additionally, the AL ensures that all relevant details are accurately documented, and promptly communicated to the Archaeology Coordinator.

Full-time hours are not guaranteed. Employment is seasonal, and hours of work may fluctuate.

Reporting:

This position will report directly to the Archaeology Coordinator.

Main Responsibilities:

- Work with consultant archaeologists to advance HFN's commitment to preserving archaeological resources.
- Offer guidance and insights on identifying the cultural significance and value of these resources
- Promote the vision, mission and values of Hiawatha First Nation
- Follow HFN Policies and Procedures at all times
- Prepare accurate and detailed notes and reports
- Conduct archaeological fieldwork, archaeological monitoring, and data collection
- Occasional laboratory duties and additional training may be available on a project-specific basis
- Daily travel up to three hours per day to the assigned project sites
- Other duties as assigned

Requirements:

- Successful completion of Archeological Liaison training course or related training
- Experience in basic field excavation techniques
- Must have a tolerance for working outside, in a variety of weather conditions for extended hours
- Prolonged walking and standing on various terrain
- Applicants must be able to travel and work out-of-town and overnight (hotel stays) if required
- A valid Ontario driver's license
- Reliable transportation with proof of insurance

- Respect for Health and Safety in the workplace
- Must provide a satisfactory CPIC.
- Must wear PPE as directed

Knowledge, Skills and Abilities:

- Working knowledge of legislation, policies and procedures as they relate to a First Nation
- Knowledge of the *2011 Standards and Guidelines for Consultant Archaeologists* and the *2011 Engaging Aboriginal Communities in Archaeology: A Draft Technical Bulletin for Consultant Archaeologists in Ontario* is an asset.
- Willingness to learn and participate in additional training
- Possess good time management, written and verbal communication skills, and exercise good judgment
- Ability to remain calm, professional, objective, and constructive
- Physically able to extensively perform bending, kneeling, standing, lifting and carrying objects weighing up to 50 lbs.
- Knowledge of the Traditional and Treaty Territories of the Williams Treaties First Nations and the cultural practices of the Michi Saagiig Anishinaabeg
- Good interpersonal and communication skills
- Able to follow directions, liaise regularly with supervisor, and work independently
- Able to oversee and direct archaeologists on the proper treatment of ancestral remains and culturally sensitive material

Behavioural Competencies:

- Empathetic and non-judgemental
- Must maintain confidentiality in all matters related to professional duties, responsibilities, and community standards
- Maintain a high standard of ethical and professional behaviour
- Ability to work as a team and follow directions
- Strong interpersonal skills and a positive attitude
- Demonstrate strong work ethic and punctuality
- Must be reliable, honest and trustworthy

Working Conditions:

- Extended periods of standing and walking/hiking
- Ability to withstand various weather conditions (heat/rain/cold)
- Ability to lift up to 50 pounds using safe lifting techniques
- Local and extended travel

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail:	Hiawatha First Nation 431 Hiawatha Line Hiawatha, ON K9J 0E6 ATTN: Zachary Friar, HR Coordinator
By email:	hr@hiawathafn.ca
By fax:	705-295-7177

For more information or a detailed job description, please contact Zachary Friar at (telephone) 705-295-4421 ext. 209 or (email) hr@hiawathafn.ca

To find out more about Hiawatha First Nation, please visit our website at www.hiawathafirstnation.com