



Ahousaht First Nation  
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## Employment Opportunity

Assistant Coordinator  
Residential School Research Project

We are looking for someone to work as Assistant Coordinator:

The Assistant Coordinator will be responsible for:

- Keeping the office organized and running smoothly.
- Scheduling and arranging interviews, meetings.
- Arranging travel and accommodation.
- Keeping records and files both physical and digital.
- Recording and transcribing minutes and interviews.
- Creating data base and assisting in drafting funding applications and correspondence.
- Occasionally leading discussions.

The ideal candidate will

- Be extremely organized, manage time well and pay close attention to detail.
- Be proficient in using the MS Office Suite, Teams and Zoom.
- Be a problem solver and willing to learn new skills.
- Be able to travel.
- Be willing to work long hours, sometimes in emotional and challenging situations.

Strong knowledge of Ahousaht culture and history and familiar with Xyntax software will also be an asset.

This position is with the Residential School Research Project in Ahousaht. We will be interviewing former students; reviewing archival records from the two Residential Schools that operated in Ahousaht territories. This work is in honour of all the children who attended and their descendants; many children did not go home from these two sites. Our team will coordinate and arrange the search for unmarked graves and will be helping take steps in healing our communities.

Please send your cover letter and current resume including 3 references to [humanresources@ahousaht.ca](mailto:humanresources@ahousaht.ca) by December 20, 2021. Only those shortlisted will be contacted for an interview.