

Communications Assistant/Technical Writer

ARCHER CRM is an Archaeological Consulting company with offices throughout British Columbia. ARCHER CRM strives to create and foster a workplace environment where diversity and inclusion are encouraged and celebrated. Through the recognition that every individual brings with them unique experiences, cultural histories, and perspectives, our goal is to create a workplace community that encourages growth, creative contribution, and success. With these goals, and through education, integrity and innovation, ARCHER Cultural Resource Management Corp. is committed to promoting the values of Canada's cultural landscape.

ARCHER CRM has positions available for a Communications Assistant/Technical Writer. This is an in-office, full-time position. ARCHER CRM has a competitive Benefits package for this position, and provides an additional Health and Wellness plan for our long-term employees.

Job description

Primary Responsibility: To assist in the implementation, maintenance and support, of ARCHER CRM's internal and external communication strategies and projects. Roles and tasks include:

- Provide support compiling and centralizing project data and project activity information for Project Leads and Project Managers;
- Centralize project activity information from multiple internal and external sources;
- Compile, and maintain, the tracking of service and product delivery requirements;
- Maintain the Company's databases in conjunction with other staff;
- Archival and background research, which may involve travel;
- Adhere to ARCHER CRM's OH&S & Quality Assurance programs;
- Participate in efforts to maintain existing clients and develop new relationships and opportunities.

Preference given to those with the following skills/experience:

- Demonstrated proficiency in compiling and writing consulting level archaeological impact assessment, preliminary field reconnaissance, and final permit reports;
- Knowledge of Microsoft Office Professional suite and Adobe Acrobat;
- Ability to interpret maps;
- Basic knowledge of surficial geology and/or landscape archaeology;
- Ability to work independently with minimal guidance and in a team environment, taking direction from Project Leads and Project Managers;
- Prior experience liaising with First Nations, Proponents, regulatory bodies, land agents, and landowners;
- Ability to work effectively with a diverse crew to effectively facilitate fieldwork and report compilation;
- Detail oriented with an aptitude for technical editing.

Requirements:

- Canadian Citizen or legally eligible to work in Canada;
- A recognized post-secondary education (or equivalent experience) in Archaeology, Anthropology, History, or other related fields of study;
- A minimum of one (1) year in a busy office environment or equivalent. Prior exposure to public communication, research and data management, and marketing is beneficial;
- Demonstrate writing and research experience/abilities;
- This position is office-based and in-person;
- Submitting at least two (2) relevant references for verification of qualifications is beneficial.
- Submitting at least two (2) examples of writing or technical writing that has not been edited by multiple reviewers (ie. Thesis) is beneficial.

EMPLOYMENT OPPORTUNITY



Remuneration:

- \$28.00/hour - \$36.00/hour commensurate with demonstrated experience and/or qualifications

No telephone inquiries.

Questions & expressions of interest are to be forwarded to jobs @ archercrm dot ca.

Please note that resumes with references and a writing sample provided will be examined first to expedite hiring.