



Penticton Indian Band

841 Westhills Drive,
Penticton, British Columbia
Canada V2A 0E8
Telephone: 250-493-0048

August 4, 2026

Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

Position Title:	L&C - Archive Resource Assistant	Pay Rate:	\$ 20.00 – 26.00 (based on credentials and experience)
Department:	Language & Culture	Classification:	
Status:	Part Time – Term (8 months)	Hours of Work:	21 hours per week
Responsible To:	Language & Culture Specialist		
Location:	841 Westhills Drive, BC V2A 0E8		
Closing Date:	August 18, 2026		

Job Summary:

Working under the direction of the Language & Culture Specialist, the L&C - Archive Resource Assistant is responsible for the digitization, organization, and cataloguing of language resources (including recordings, documents, and conference materials) to support ongoing revitalization efforts. This role will work closely with the Resource Developer, Elders, language teachers, and learners to establish a sustainable database management system and archival repository. By ensuring that these valuable resources are preserved and readily accessible, the L&C Archive Resource Assistant directly contributes to the integration of Nsyilxcen language, Syilx Law, and Syilx culture into curriculum development, classroom instruction, and community programs, aligning with the strategic goals of PIB and the Syilx Vision.

Core Competencies:

- Strategic Thinking
- Time Management
- Ethics and Integrity
- Planning and Organizing
- Critical Thinking
- Accountable/Dependability
- Approachable
- Problem Solving
- Stress Management

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Digitize language materials including resource booklets, CDs, audio recordings, and video recordings for preservation and accessibility.

- Organize and catalogue physical and digital language resources using established archival standards.
- Assist the Resource Developer in researching and implementing a database management system for language preservation.
- Scan, label, and store documents, photographs, and historical language materials for future repository use.
- Maintain accurate records and inventories of all archived materials, ensuring proper tracking and retrieval.
- Collaborate with the Language & Culture Specialist, Elders, and nsyilxcen language teachers to identify and gather relevant resources.
- Convert and transfer legacy media formats (cassette tapes, CDs, VHS) to current digital formats.
- Conduct quality control checks on digitized files to ensure clarity, accuracy, and completeness.
- Create user-friendly finding aids, indexes, or databases to facilitate easy access to archived language resources for learners and instructors.
- Support the Resource Developer in compiling and organizing conference resources and materials for archival purposes.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Grade 12

Other Certification, Licenses, Designations and/or Training

- Experience working with Microsoft Office programs
- Related courses and training (to include intermediate computer skills, customer service, professional writing etc.)

Minimum Level of Experience

- 1-2 years of previous experience in administrative work

Asset:

- Valid driver's license with clean abstract.
- Previous experience working with First Nations communities
- Proficiency in Microsoft Office Suite
- Familiarity with nsyilxcen language and some knowledge of nsyilxcen writing

Working Conditions:

- The work is performed in an office or field environment and may require travel to remote sites
- The work involves long hours and can be stressful when managing numerous projects under tight deadlines
- Manual dexterity required to use desktop computer and peripherals
- Flexible working in an office environment as a team or independently

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career. Please send a resume and cover letter to the attention of:

**Armando O. Lopez, HR Manager
Penticton Indian Band**

Mail: 841 Westhills Drive **Fax:** (250) 493-2882
Penticton, BC V2A 0E8 **Email:** jobs@pib.ca

In Person: PIB Administration Offices – 841 Westhills Drive, Penticton, BC

The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.