



Human Resources
 11373 Moorage Way
 La Conner, WA 98257
 Phone (360)466-7347 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders?	

Indian Preference in hiring shall apply to all Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Archival Assistant

DEPARTMENT: Archive and Records

SUPERVISED BY: Archive and Records Manager

POSITION SUMMARY:

The Archival Assistant is responsible for supporting the Archive and Records Manager in caring for the Swinomish Tribe's permanent collection. The primary duty of this role is to ensure that all items in the archive are well-maintained, accurately documented, and easily accessible. This position requires a reliable individual committed to upholding the highest standards of archival care and ensuring the preservation of the Swinomish Tribes' valuable cultural heritage and history.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ability to conduct thorough and effective research on topics related to Swinomish
- Collecting media coverage of or related to the Swinomish Tribe from local newspapers
- Digitizing historical photos and records
- Transcribing and editing oral history interviews
- Cataloguing and processing items into the tribe's permanent collection
- Assistance in photographing key events in Swinomish
- Ordering office and archival supplies
- Providing research request forms for visitors inquiring to visit the archive
- Processing check requests and purchase orders into Microix
- *Other duties as assigned.*

MINIMUM REQUIREMENTS AND QUALIFICATIONS:

- Associates Degree
- Previous experience in an archival or cultural heritage setting (preferred but not required)
- Understanding of preservation techniques for various archival materials (preferred but not required)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- High attention to detail and accuracy
- Exceptional organizational skills
- Effective in working independently and collaboratively
- Demonstrates a high level of dependability and reliability in fulfilling job responsibilities
- Capacity to manage multiple projects simultaneously
- Reliable in maintaining confidentiality
- Excellent oral and written communication skills
- Fluent in Microsoft Office, with expertise in Word, Excel, and Outlook

WORK ENVIRONMENT AND TIME COMMITMENT:

- This is a full-time position; the work schedule is 40 hours per week
- Tasks are primarily performed indoors in an office setting, with occasional off-site visits.
- Occasional lifting, bending, and carrying of objects up to 25 pounds may be required.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The Archive Assistant position is considered an exempt "standard hour" position. All offers of employment are contingent on successfully completing a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on a criminal background check.