



SWINOMISH INDIAN TRIBAL COMMUNITY

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 Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Archival Assistant
DEPARTMENT: Archive and Records

POSITION SUMMARY:

The Archival Assistant supports the Archive and Records Manager with a variety of tasks that pertain to the Swinomish Tribes permanent collection. The primary focus of this position is to ensure all items in the archive are properly cared for and tended to.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Pulling media from local newspapers that relate to the Swinomish Tribe
- Digitizing historical photos and records
- Transcribing and editing oral history interviews
- Cataloguing and processing items into the tribe’s collection
- 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:

- High School Diploma or GED
- Associates Degree preferred
- Archival experience preferred, but willing to train the right candidate

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- High attention to detail and accuracy
- Proficient in Microsoft Office, especially Word, Excel, and Outlook
- Strong organizational skills
- Ability to work independently as well as have the ability and willingness to take and follow directions
- Ability to maintain confidentiality on certain projects
- Excellent oral and written communication skills

WORK ENVIRONMENT AND TIME COMMITMENT:

- This is a full-time position. Work schedule is 40 hours per week.
- Work will require bending, lifting and carrying up to 25 pounds, walking over rough, overgrown and uneven terrain.
- Work is performed primarily indoors with occasional outside visits as required.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Records and Archives Manager is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of 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.