



## **JOB POSTING**

### **Project Coordinator - Archaeology**

#### **The Organization:**

A.E.W. LP was formed in 2017 by Nlaka'pamux Nation Tribal Council member communities to carry out "on the ground" work related to archaeology, the environment and wildlife protection. This work has been made necessary by activities of others within the Nlaka'pamux homeland including transportation, mining, forestry, oil and gas, and utilities projects. The Nlaka'pamux Nation Tribal Council is not opposed to development within our homeland, but developments and activities must be consistent with Nlaka'pamux title and rights.

Interested in viewing more information on AEW LP? Please visit our website at [www.aewlp.ca](http://www.aewlp.ca) or our LinkedIn <https://www.linkedin.com/company/aew-limited-partnership/>

#### **Why Work with Us?**

A.E.W. LP is guided by a commitment to uphold Nlaka'pamux rights and environmental integrity. You will directly contribute to projects that respect and reinforce Nlaka'pamux values. We foster a supportive team environment where all voices are valued, and knowledge sharing is encouraged. We offer flexible work arrangements, including opportunities to work from home, and a strong emphasis on maintaining a healthy work-life balance with a competitive compensation package:

- Annual salary range of \$53,000 – \$73,000
- Matching Group Retirement Pension (1%–6%)
- Extended Health and Dental Benefits
- Paid vacation plus approximately five additional paid days during the holiday season

#### **The Role:**

A.E.W. Limited Partnership (A.E.W. LP) is seeking an on-going full-time Project Coordinator – Archaeology based in Kamloops, BC. The Project Coordinator will support a variety of archaeology projects and play a key role in ensuring high-quality project delivery. This role supports the protection and advancement of Nlaka'pamux title and rights while assisting with project coordination, communication, and logistics across multiple teams and field operations. Reporting to the Manager of Archaeology, the Project Coordinator will

- Assist the Manager of Archaeology, project managers, and field leads with project coordination, scheduling, and communication with crews.
- Assist with incident reporting in compliance with project specifications.
- Communicate with field staff and support procurement of supplies and equipment as needed.
- Assist with day-to-day project coordination tasks.
- Support truck logistics.
- Liaise with subcontractors and suppliers during project execution.
- Review team resourcing requirements and adjust as needed.
- Demonstrate commitment to being a positive team member.

*Take care of the land and the land will take care of you*



# Archaeology. Environment. Wildlife.

LIMITED PARTNERSHIP

- Support the protection and advancement of Nlaka'pamux title and rights.
- Perform other duties as assigned.

## Requirements:

- Possess a current and valid Canadian Driver's License.
- Preference for candidates with experience in archaeology or heritage work (not required).

## What makes you exceptional:

- Experience operating in a dynamic environment requiring flexibility and teamwork.
- Demonstrated experience contributing positively within a team environment.
- Effective written and oral communication skills.
- Excellent organizational skills (prioritizing, time management, record keeping, follow-up).
- Exceptional attention to detail and accuracy.
- Proven ability to meet tight deadlines, manage conflicting priorities, and work well under pressure in a rapidly changing environment.
- Strong interpersonal and communication skills.
- Strong team player, self-motivated and proactive thinker.
- Excellent computer skills, including Microsoft Word, Excel, Project, and Adobe Acrobat

Submit your cover letter and resume to [garchie@aeowlp.ca](mailto:garchie@aeowlp.ca) or in person at 1212 McGill Street, Kamloops, BC. The deadline for applications is open until filled. *We thank all applicants in advance. Please self-identify, as preference will be given to Nlaka'pamux*



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