



CANADA SUMMER JOBS
Info@kootenaywitt.ca

Digital Archive and Metadata Assistant

Company/Organization: Kootenay Women in Trades and Technology

Location: Vallican, BC (12km up Hwy 6) (also possible Hybrid/Office)

Contact Email: mbraundy@kootenaywitt.ca

Start Date: July 13, 2026 or immediately upon hire

End Date: August 29, 2026

Hours: 35+ hours per week flexible to meet CSJ financial requirements

Wage: \$21.00 per hour

Application Deadline: July 13, 2026 or July 15th if position not filled (worth sending in application..)

About Kootenay Women in Trades and Technology

Kootenay Women in Trades and Technology (WITT) promotes education, opportunities, training, advocacy, and mentorship for women and diverse others in engineering, skilled trades, and technologies across Canada. This is a 5 year project, finishing this year.

Position Summary

The Digital Archive and Metadata Assistant will support the search capacity of the Digital Archive of Equity in Apprenticeship & Technical Fields, which will live in BCIT's Digital Library, "full-text Downloadable, WorldWide". Working with Metadata for photographs, documents, Employment Equity historical & current; Equity integration efforts in industry, construction, and other frameworks from around the world; highlighting salient factors; finding common elements across the archive; assist with digitization, and help ensure records are accurately preserved for future public access. The Paper/videos/photos & external hard drives will be held in the University Archives at the University of British Columbia.

This position is ideal for someone interested in history, archives, libraries, museums, information management, or digital technologies, and Equity in training and employment.



Main Duties and Responsibilities

- Organize digital photographs, documents, and archival materials.
- Create and maintain metadata records for digital collections.
- Scan and digitize historical records and photographs.
- Assist with organizing digital files using established naming conventions.
- Conduct basic historical and background research to support archive records.
- Perform quality control to ensure accurate data entry and organization.
- Assist with preparing materials for future online public access.
- Participate in team meetings and project planning.
- Complete other duties as assigned.

Working Conditions

- Monday – Friday, from 8:00 am – 4:00 pm (some Saturdays may be required).
- Flexible scheduling may be available.
- In-Office and computer-based work.
- Some remote work may be available.
- Some lifting and handling of archive boxes and historical materials.
- Training will be provided.

Qualifications, Skills and Abilities

The ideal candidate will have:

- Excellent organizational skills and attention to detail.
- Strong written and verbal communication skills.
- Ability to work independently and manage multiple tasks.
- Basic computer skills, including Microsoft Office and Google Workspace.
- Interest in local history, archives, museums, libraries, or information management.
- Ability to learn new software and digital filing systems.
- Experience with databases, digital archives, or records management is considered an asset but is not required.



Requirements

- Reliable transportation is considered an asset.
- Access to a personal computer is considered an asset if working remotely.
- Ability to maintain confidentiality when handling historical records.
- Must meet the Canada Summer Jobs Eligibility requirements

Canada Summer Jobs Eligibility

This position is funded through the Canada Summer Jobs program. To be eligible, applicants must:

- be between 17 and 30 years old at the start of their summer job
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been reerred under the Immigration and Refugee Protection Act for the duration of the job and
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- This includes having a valid Social Insurance Number at the start of their summer job

How to Apply

Please submit your resume and a brief cover letter to mbraundy@kootenaywitt.ca by July 13, 2026.

We thank all applicants for their interest. Only those selected for an interview will be contacted.