



Providing Archaeological &
Cultural Heritage Services

528 Bathurst Street Toronto, ONTARIO M5S 2P9

T 416-966-1069 F 416-966-9723 asiheritage.ca

POSITION AVAILABLE: Cultural Heritage Project Administrator

Supervisor: Rebecca Sciarra, Director, Cultural Heritage Division
Location: Currently remote due to Covid-19 pandemic. Subject to change to Burlington or Toronto office.
Employment Basis: Full Time, Permanent
Compensation: \$38,000 - \$40,000 per annum

The health of our workers is always our priority. We have developed a series of safety measures and protocols to keep our workers safe during Covid-19. All office staff are currently working remotely, and fieldwork is being conducted with appropriate physical distancing and sanitization procedures in place.

About us:

ASI is a Canadian-owned company that was founded in 1980 in response to increasing public awareness of the importance of the province's heritage. With offices in Toronto and Burlington, we are the largest archaeological and cultural heritage consulting firm in Ontario.

Our Cultural Heritage Division is made up of a close-knit team from a diverse range of academic and work backgrounds. We shoulder a large volume of complex projects undertaken in support of: work subject to the Ontario Heritage Act; applications made under the Planning Act; and undertakings subject to the Ontario Environmental Assessment Act and Canadian Environmental Assessment Act. Our work is dispersed across the Province of Ontario. We maintain a healthy work-life balance. ASI is a family friendly and inclusive employer; we are open to flexible work environments and schedules.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code.

About you:

ASI is seeking to employ an individual with a passion for cultural heritage conservation who thrives in a fast-paced consulting environment. Our ideal candidate will have a post-secondary degree related to planning, architectural or art history, conservation, cultural geography, and/or history with a focus on the Ontario or Canadian context in these disciplines. We are seeking an individual who has demonstrated an interest in cultural heritage resources and conservation and with experience in general office and project administration.

Excellent organizational skills and strict attention to detail are a must for this position. The candidate must have a strong work ethic, be self-motivated and able to work independently and effectively manage distractions in a shared office environment or during Covid in a home office environment. They must also be able to work well with others on shared tasks to accomplish goals and meet deadlines, as well as possessing excellent verbal communication skills and diplomacy in dealing with inquiries from clients and various stakeholders.

This is a full-time position operating Monday to Friday during regular business hours.

Key Responsibilities:

- Support the project administration needs of the Cultural Heritage Division
- Track all Cultural Heritage projects through life cycle using Sharepoint (from entry of proposal phase to confirmation through to close – as applicable)
- Support the Cultural Heritage Division in the assembly and coordination of time-sensitive and competitive proposals and tenders.
- Send invoices to clients
- Obtain insurance documents
- Manage contract execution processes with clients and/or subconsultants
- Update databases in Sharepoint
- Document production: Format and prepare reports for transmission via courier, mail, or email
- Assist Division management and staff within the Cultural Heritage Division with administrative tasks, as required
- Support Cultural Heritage Project Managers and/or Cultural Heritage Technicians in preparation of field packages and technical report set-up, as needed
- Support Cultural Heritage Project Managers and/or Cultural Heritage Technicians in conducting background research, as needed
- Maintain and update Cultural Heritage Division templates as necessary
- Contribute to internal research, data organization and analysis projects as assigned by Division Manager and/or Division Director.

The list of responsibilities is not all inclusive; other duties may be required.

Qualifications and Expertise:

- University degree related to planning, conservation, architectural or art history, cultural geography, and/or history with a focus on the Ontario and/or Canadian context in these disciplines. Other degrees in administration and human resource management may be considered.
- Excellent organization, data organization, and time-management skills.
- Demonstrated experience conducting research using secondary and primary sources, including ability to review and interpret information from historical maps, historical images, and/or trade journals.



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- Understanding of project management principles and processes and the Accessibility for Ontarians with Disabilities Act (AODA), including its Integrated Accessibility Standards Regulation (IASR) as it applies to preparation of written report products.
 - Demonstrated experience in general office and project administration and preferably in a consulting or professional service firm environment.
 - Proficiency with Microsoft Office 365 suite.
 - Experience with Adobe InDesign is an asset.

How to Apply:

Please send your CV and a cover letter to employe@asiheritage.ca

Deadline: April 18, 2021

