



Providing Archaeological &  
Cultural Heritage Services

528 Bathurst Street Toronto, ONTARIO M5S 2P9  
T 416-966-1069 F 416-966-9723 [asiheritage.ca](http://asiheritage.ca)

## **POSITIONS AVAILABLE: Technical Writer**

**Supervisor:** Andrew Riddle, Partner and Director, Mitigation Division

**Location:** Remote for duration of Covid-19 pandemic. Subject to change to Toronto or Burlington office, as feasible.

**Employment Basis:** Full-Time Permanent

**Compensation:** Pay commensurate with experience, plus benefits (\$55k-\$60k per year)

**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. Most office staff are currently working remotely, and fieldwork is being conducted with appropriate physical distancing and sanitization procedures in place. All offers of employment will be conditional on proof of vaccination against Covid-19 or documented medical reason or protected grounds for not being vaccinated.**

### **About us:**

Archaeological Services Inc. 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.

Archaeological Services Inc. is committed to fulfilling our core value of employing an industry-leading team of diverse, accomplished, and dedicated professionals. We aim to create a workplace that celebrates the diversity of our employees, customers, and stakeholders, and commit to creating culturally sensitive products. Archaeological Services Inc. endeavors to foster an inclusive, equitable, and accessible environment where all employees feel valued, respected, and supported.

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.

Our Mitigation Division is looking for a suitably experienced and driven professional to join our team. Applicants can expect a challenging and supportive work environment with a focus on healthy work life balance. ASI is a family-friendly and inclusive employer; we can provide flexible work environments and schedules.

### **About the position:**

Archaeological Services Inc. is seeking to employ a technical writer with experience in Ontario archaeology and a working knowledge of the Ontario Heritage Act and how it applies to archaeological assessment in Ontario. The position involves research, writing, and data management necessary to complete Stage 3 and 4 archaeological licensing reports primarily for the Mitigation (MT) Division of ASI. This role is integral to the operation of the Division.

This is a full-time position that operates Monday to Friday, during regular business hours. Some limited travel may be required on a project-by-project basis.

### **Key Responsibilities and Deliverables**

- Complete Stage 3 and 4 archaeological licensing reports for Mitigation Division projects.
- Conduct research for projects, including past technical reports and provincial repositories.
- Interpret results of field operations based on mapping, field notes, artifact assemblages, photography, and field director feedback.
- Identify appropriate recommendations for archaeological sites.
- Communicate with the Project Team regarding deliverable timelines and challenges.
- Maintain professional and personal development as a staff archaeologist.

### **Required Qualifications:**



- Applicants must have a post-secondary degree in Archaeology/Anthropology or a related field.
- Excellent knowledge of and demonstrated success in the application of the 2011 Ministry of Heritage, Sport, Tourism and Culture Industries' *Standards and Guidelines for Consultant Archaeologists*.
- Strong report writing skills – writing sample required for application.
- Experience in archaeological research and data management.
- Excellent communication skills, both verbal and written.
- Familiarity with navigating the Ministry's PastPortal repository.
- Strong organizational skills, especially time management.
- Proficiency with Microsoft Office Suite (Word, Excel, and Access).
- Ability to work in a team environment and work collaboratively to meet deadlines.

**Preferred Qualifications:**

- Experience writing Stage 3-4 technical reports.
- Archaeological license with the Ministry of Heritage, Sport, Tourism and Culture Industries (Research or Professional license).
- Valid driver's license (Class G or equivalent).
- Proficiency with SharePoint and QGIS/ArcGIS

**How to Apply:**

Please forward a digital copy of your CV, cover letter, and writing sample to Carol Bella at [employme@asiheritage.ca](mailto:employme@asiheritage.ca), using "Application for Technical Writer" in the subject line.

**Deadline: Sunday May 22, 2022**

