



**POSITION AVAILABLE:  
Project Manager, Archaeology,  
Special Projects**

**Supervisor:** Lisa Merritt, Partner and Director, Environmental Assessment Division

**Location:** Hybrid, based out of the Toronto office.

**Employment Basis:** Full-Time Permanent

**Compensation:** Pay commensurate with experience, plus benefits (\$70k – \$90k per year)

**About us:**

Archaeological Services Inc. (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.

ASI 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. ASI 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 Special Projects department is run under the EA Division umbrella, and focuses on the protection and/or excavation of Indigenous Woodland period settlements, special/specific purpose sites and Indigenous Ancestral burials areas in collaboration with First Nations, public and private sector proponents, and stakeholder groups, 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:

ASI is seeking to employ a project manager with a proven track record who thrives in a fast-paced environment. Our ideal candidate has extensive knowledge of Woodland period sites and seeks to expand their hands-on experience, primarily in the management of Stage 3 and Stage 4 archaeological mitigation of Woodland settlements. Client interaction is an important part of this role; as such, excellent communication skills, both oral and written, are a must. To be a successful candidate, you must be motivated, collaborative, and well-organized.

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

- Manage primarily Stage 3 and Stage 4 projects from the preparation of costings and workplans, confirmation of fieldwork through to report submission to Ministry of Citizenship and Multiculturalism
- Write and review technical reports
- Manage client relationships and prepare invoices
- Liaise with First Nation representatives and Indigenous community agencies
- Design work plans and coordinate fieldwork in compliance with the 2011 *Standards and Guidelines for Consultant Archaeologists*
- Contribute to mentorship of field directors and field staff
- Provide assistance and support to colleagues both within and outside the department

## Qualifications:

- At least five years of project management experience or equivalent- in the CRM industry. Ontario experience is preferred.
- Demonstrated knowledge of Woodland settlement and Ontario regional history and experience with interpreting complex stratigraphy



- Must hold or be eligible for an Applied Research or Professional archaeological license with the Province of Ontario
- Expertise with the *Standards and Guidelines for Consultant Archaeologists*, particularly fieldwork and reporting requirements for all stages of archaeological assessment, in particular Stage 3 & 4 site mitigation
- Technical report writing experience (sample required at interview stage)
- Experience working with Indigenous communities and agencies
- Proficiency with the Microsoft Office suite
- Preferred Class G driver's license; driver's record from MTO, and experience letter from insurance company (3+years).

**How to Apply:**

Please forward a digital copy of your CV and a cover letter to [employme@asiheritage.ca](mailto:employme@asiheritage.ca), using "Application for Project Manager" in the subject line.

**Deadline: Sunday May 19, 2024**

