

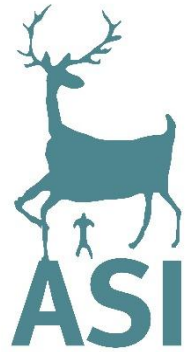
## **Position: Technical Writer**

**Location:** Hybrid or In-Person at the Burlington and Toronto offices.

**Employment Type:** Full-time

**Compensation:** \$65,000 to \$85,000

**Start Date:** Immediate



### **About ASI**

Archaeological Services Inc. (ASI) is a Canadian-owned firm and the country's largest archaeological and cultural heritage consulting company. Founded in 1980, ASI has offices in Toronto and Burlington and provides expert archaeological and heritage consulting services across the province.

ASI is committed to maintaining an inclusive, equitable, and accessible workplace in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Canadian Human Rights Act, and the Ontario Human Rights Code.

### **About the Role**

Archaeological Services Inc. is seeking 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 archaeological licensing reports for all stages of fieldwork.

### **Key Responsibilities:**

- Contribute to and support the development of quality-control procedures and best practices in the field of archaeological consulting.
- Complete Stage 1-4 archaeological assessment reports.
- Create and manage databases.
- Interpret results of field operations based on mapping, field notes, artifact assemblages, photography, and Field Director feedback.
- Conduct research using past technical reports and provincial repositories.
- Conduct background archival research using primary and secondary source material.
- Identify appropriate recommendations for properties and archaeological sites.
- Communicate with the Project Team regarding deliverable timelines and challenges.
- Communicate and work with Project Managers, Field Directors and Managers, regarding project status and development.
- Contribute to successful coordination of projects including document management activities, invoicing activities, and updating of ASI project management databases and SharePoint systems.
- Contribute to internal team projects and processes that support process improvements; the Practice Area's yearly plans; and/or other corporate business priorities.
- Collaborate with counterparts in Geomatics and Laboratory teams to effectively deliver technical writing and research work on integrated projects.
- Maintain ongoing professional development in archaeology.

## Qualifications

### Required:

- A university degree in archaeology, anthropology, museum studies, heritage planning, or a related field, with a focus on Ontario/Canadian contexts in these disciplines.
- A minimum of three years of professional experience in archaeological consulting, preferably in Ontario.
- Proven experience working collaboratively with First Nations and Indigenous organizations.
- Extensive working knowledge of legislation, regulations, and policy frameworks governing the archaeological consulting industry in Ontario, including the Ontario Environmental Assessment Act, Planning Act, Standards & Guidelines for Consultant Archaeologists, and Ontario Heritage Act.
- Familiarity with navigating the Ministry's PastPortal repository.
- Expertise in evaluating archaeological potential across diverse geographical settings in Ontario.
- Technical report writing experience.
- Proficiency in Microsoft Office

### Preferred:

- Archaeological license in Ontario (Research or Professional license).
- A valid Class G driver's license in Ontario.

### How to Apply:

To apply, please submit a CV, Cover Letter and a Writing Sample to [resumes@asiheritage.ca](mailto:resumes@asiheritage.ca) with the subject line:

“Application for Technical Writer Position”

Applications will be accepted until the position is filled.