Position: Technical Writer

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

Employment Type: Full-time

Compensation: $70,000 to $80,000

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) and the Ontario Human Rights Code. Accommodations are available upon request.

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.
- Demonstrated experience writing archaeological assessment reports in the Ontario context, with an established ability to: independently and efficiently scope research and writing tasks; edit and quality control one's own writing, research, and graphic outputs; and take ownership of reporting outputs by independently defining the needs of the report in the context of client type, project scope and conditions, and stage of archaeological assessment being completed.
- 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 with the subject line: "Application for Technical Writer Position"

Applications will be accepted until November 16, 2026.

This position is being posted to fill an existing vacancy.