



Positions Available:

Project Coordinator

Work Locations:

Remote/Work from Home

Salaries/Wages:

- \$70,000-\$85,000 based on a 36 hours/ work week

Other Benefits:

We provide a comprehensive health benefits package, equipment and cell phone allowances, an RRSP program, and funding for training and conferences.

Now Indigenous-owned, Landsong (established 1998) is based at Moberly Lake BC and operates across BC. Landsong endorses a cultural approach to archaeology and collaborates with Indigenous communities, facilitating and assisting with community-led traditional land use studies. We provide opportunities for professional growth in a safe, creative and caring work environment in a **team-based setting**. Landsong's work culture is built on a foundation of collaborative teams and is guided by our core values: **Safety, Quality, Integrity, Innovation & Respect.**

Job Description - tasks and responsibilities may include, but are not limited to:

- Assist in the coordination and execution of project activities.
- Field crew logistics and support
- Project administration and workflow management
- Effective communications with clients, regulators, sub-contractors, and Indigenous communities
- Ability to work independently with minimal oversight
- Provide support to the Project Manager and other team members as needed
- Compliance with and contribution to the continued development of the Landsong Environmental Health & Safety (EHS) Program
- Adherence to the Landsong Quality Management Program (QMP)

Minimum Requirements:

- B.A. or B.Sc. in Archaeology or Anthropology
- Proficient in MS Office (Word, Excel, Outlook)

If you are interested in working with Landsong, please submit your resume to landsong@landsong.com.