



Netmizaaggamig Nishnaabeg

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First Nation Band Membership Clerk Job Description

Purpose and scope: Under the direction of the Band Manager, the membership clerk is a motivated self-starter. Possessing working knowledge Indian registry and according First Nation policy and procedures and the Indian Act. The mandate of the Membership clerk is to manage the registration system of all transactions pertaining to membership, assist with lands and estates, assist clients with applications for birth documents which affects the Indian Register, processes Certificates of Indian Status, implementation of the membership code, maintaining updated population statistics; Assistance for Electoral Officer. This is a full-time position. This position will be the first contact for members, visitors, and staff on the telephone and at the front desk and will perform duties such as correspondence, mail, data entry, filing, and general inquiries. The Membership Clerk will assist individuals through the application process for Indian Status to facilitate the determination of an individual's eligibility for Indian Status. This role also communicates decisions made by the Registrar and issues Status Cards to those that are deemed eligible. The Membership Clerk must be highly organized and have knowledge of the First Nation values, culture, and traditions. The Membership Clerk will work under the direct supervision of the Band Manager.

Qualifications:

- High school diploma or equivalent.
- Certificate/ Diploma in office administration, membership administration an asset (training is provided)
- Experience working in administrative setting; reliability and dependability is requirement
- Strong verbal and written communications skills and relate well to members, coworkers and general public
- Detail oriented with excellent organization skills
- A Class G driver's license would be an asset
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- Able to take direction willingly from the supervisor
- Ability to work effectively in team environment or independently
- Must provide a Criminal Reference Check and willing to get tested for illegal substance
- Experience working in within First Nations Communities and education in Indian act membership preferred, **but willing to train the right candidate.**

Job Duties:

- Maintain the First Nation Register and Band List for the First Nation
- Note any inconsistencies in the First Nation's Register and advise the Department of any required changes

- Refer individuals to various organizations or references to conduct research for registration
- Assist individuals who are applying for registration for Indian Status or to become a Band member (e.g. assist individuals with transfers to and from other bands as requested)
- Provide information to applicants on the application of relevant legislation and the Department's policies and procedures related to application for status
- Respond to telephone, e-mail, and in-person inquiries from members, clients, businesses and other parties
- Take and record telephone, e-mail, or written messages for staff members
- Type forms, letters, reports, memos, and generate meeting minutes as necessary
- Obtain and examine supporting documents (e.g. birth certificate, marriage certificate) to determine their acceptability for registration
- Network with other First Nation Clerks, as required
- Organize, maintain, and coordinate office records and files in their proper locations
- Receive and review applications and Communicate with individuals to obtain Indian Status
- Forward appropriate documentation to assist applications to the Department of Indigenous Services (DISC)
- Communicate to Individuals of the Decisions made by Chief and Council to accept or deny band Membership
- Provide information to staff, members, and clients about special activities.
- Issue Status Cards for authorized individuals in accordance with Departmental policies and procedures
- Maintain an effective filing system that includes the necessary reporting of Certificates of Indian Status on a regular basis along with an event reporting system for all transactions.
- Meet with the Department Officer on a regular basis to review Registry program and discuss areas for improvement
- Submit Registry and Band files for auditing as requested
- Develop and maintain effective working relationships with Band Registry Clerks of other Bands
- Liaise with Provincial and Federal Departments/Agencies to facilitate the provision of services to First Nation clients
- Liaise with Chief and Council to have new applicants accepted by Chief and Council for Band Membership. (Attend Council meetings when required)
- Other duties as assigned

Salary Range: Competitive depending on qualifications

Resumes will be accepted until April 11th 2023 or until filled.

Please email a Cover Letter, a Resume, a Criminal Reference Check, and a photocopy of your Driver's License to: bandgeneralmgr@picmobert.ca Donna Sutherland Email Subject "Membership Clerk Applicant"

Experience working in First Nations Communities and education in office management and administration preferred. Membership Administration training will be provided.

We would like to thank all candidates in advanced for your interest in working within the Netmizaaggamig Nishnaabeg (formerly Pic Mobert First Nation).