

ATTAWAPISKAT FIRST NATION

P.O. Box 248
Attawapiskat, Ontario P0L 1A0

POSTED: October 7, 2020

Job Opportunity - Membership Clerk

Under the direction of the Band Manager, the Attawapiskat First Nation (AFN) is seeking a Membership Clerk. This position entails that maintenance of the Attawapiskat First Nation Registry List by the regular provision of details of the status of individual members to Indian and Northern Affairs Canada (INAC).

Duration: Permanent – Fulltime

Salary: As per First Nation pay scale

Summary of Duties:

- Maintain the membership List of the First Nation by the submission of details of births, deaths, marriages, reinstatements, etc are reported to Indian and Northern Affairs Canada (INAC) on a regular basis
- Prepare, and complete all necessary documents required for transfer of Band memberships
- Provide updates on registered on-reserve population for AFN Management
- Assists representatives of Indian and Northern Affairs Canada Officials in the annual payments of treaty annuities
- Assist in organizing, and preparing eligible voter lists for First Nation elections, and referendum questions
- Prepare, and issue Status Cards upon completion of proper procedures on behalf of the Attawapiskat First Nation
- Prepare, and assist completion of necessary documents required for the preparation of issuances of Secure Certificates of Indian Status
- Maintains office files of applications, etc
- Other assigned duties as required

Summary of Qualifications:

- Grade 12 Graduate or combination of work experience.
- Must be able to follow, understand, and communicate details of the First Nation Membership policy
- Must be able to effectively communicate with members of the public, and fellow staff members in the English language
- Ability to effectively communicate in Cree language is an asset
- Must have excellent knowledge of Microsoft Office suite (Word, Excel, Outlook, etc)
- Must be able to work flexible hours when required
- Must be able to work with a minimal level of supervision
- Must possess strong organizational and clerical skills
- Must be able to work in a discreet and confidential manner

Deadline for Application: October 16, 2020 at 4:00 pm. (16:00)

Applications MUST include: Cover letter, resume with two (2) references, and Current police check (CPIC)

Send Applications to: Lorraine Sutherland
Acting Director of Operations
Attawapiskat First Nation
P.O. Box 248
ATTAWAPISKAT, ON
P0L 1A0

Mark Envelopes: Membership Clerk

We thank all who apply, only those selected for further consideration will be contacted for an interview.