

Band Membership Clerk Term Position

Sagkeeng First Nation is recruiting for a highly confidential, detail oriented and organized individual to work as a Membership Clerk to manage the Sagkeeng First Nation membership program.

POSITION OVERVIEW

Oversees the Indian Registry program in accordance with First Nation policy and procedures. Maintains and develops records and ensures the integrity and strict confidentiality of all membership registry information.

DUTIES & RESPONSIBILITIES

- Responsible for Indian Status card issuance for both on and off reserve membership;
- Accept payments for status cards from off reserve members;
- Provide weekly Status cards issued report to Indian Affairs;
- Assist applicants with applying for Indian Status;
- Assists Sagkeeng Members in registering various reportable events including births, deaths, marriages and processes status cards;
- Provide application forms for registration in accordance with the Indian Registry System;
- Maintain an up-to-date address listing of all membership
- Must maintain strict confidentiality at all times

QUALIFICATIONS

- Minimum Grade 12 or equivalent experience;
- Membership Administration Diploma preferred however, training will be provided to the successful candidate;
- Strong organizational skills;
- Strong computer skills, specifically with MS Office: Word, Excel and Outlook;
- Demonstrated proficiency in database management an asset;
- Ability to work with minimal supervision,
- Knowledge of the history and dynamics of the Sagkeeng First Nation community is an asset;
- Manitoba Commissioner of Oaths designation is an asset.
- Knowledge of legislation governing First Nations an asset.
- Valid driver's licence and a reliable automobile.



**APPLICATION DEADLINE:
June 24, 2022**

Interested applicants must submit:

- a cover letter / resume,
- Criminal Record Check

Attention to:
Sagkeeng Jobs
Box 8, Fort Alexander, MB
R0E 0P0

Resumes can be mailed to the above address, emailed to jobs@sagkeeng.ca

or dropped off at the SETS Office.

**RESUMES RECEIVED AFTER
THE DEADLINE WILL NOT BE
ACCEPTED UNDER ANY
CIRCUMSTANCES**

PLEASE BE ADVISED THAT ONLY
THOSE SELECTED FOR AN
INTERVIEW WILL BE CONTACTED