



## EMPLOYMENT OPPORTUNITY

### **Membership Clerk**

#### **Permanent Position**

Whitefish Lake First Nation is looking for a highly motivated, dependable, and dedicated individual to fill the position of Membership Clerk. This Person will be working out of the Whitefish Lake First Nation band office. This is a full-time position and the employee will work with IRA-Membership Clerk.

#### **Duties and Responsibilities Summary: assisting IRA-Membership Clerk in:**

- Membership reporting: monthly or as requested
- Determining supporting documents for acceptable registration purposes
- Forwarding the appropriate documentation and data entry to the department of Indian Register for registration
- Determining applications for eligibility for Indian Status
- Assisting in applications for SCIS (status cards)
- Filing and maintaining records
- Helping members with filling out membership applications
- Willing to do training
- Other duties as required

#### **Skills and Abilities:**

- Excellent computer skills and typing
- Knowledge in writing reports, writing correspondence and record keeping
- Fluent in Cree

#### **Employment Requirements**

- Office Administration diploma would be an asset or other Office Certification
- Related work experience would be an asset
- Must be willing to take training

All resumes are to be submitted to Lori-Ann Anderson, Assistant Administrator by email at [lori-ann.anderson@whitefishadmin.ca](mailto:lori-ann.anderson@whitefishadmin.ca). All resumes must include references. Thank you for all that apply but only those selected for an interview will be contacted. Posting will be: **Open until a suitable candidate is found**