



Employment Opportunity

Lands and Membership Clerk

Department: Lands
Posting Date: April 1, 2022
Location: Garden Village, ON
Schedule: Standard Work Week
Job type: Permanent, Full-time
Vacancies: 1
Reports To: Lands Manager
Starting Salary: \$36,400.00/year

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing April 15, 2022 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- If no suitable candidate is found, the process will proceed to Stage Two.

Closing April 29, 2022 - 2nd Round

- Opportunities are open to spouses of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application.
- If no suitable candidate is found, the process will proceed to Stage Three.

Closing May 13, 2022 - 3rd Round

- Opportunities are open to all applicants (status and non-status).
- The posting will be open until filled.

Under the direction and supervision of the Lands Manager, the Lands and Membership Clerk be responsible for office reception and general clerical and administrative functions. This position will maintain, update, and verify the First Nation Register and Band List for Nipissing First Nation. The Clerk must have a high-level of accuracy, confidentiality, and professionalism regarding sensitive personal information with the primary responsibility of serving the membership.

What you'll do in the role

- Provide reception, clerical and administrative support services for the Lands office
- Respond to telephone and personal inquiries by providing factual information or directing the inquiries to the appropriate staff members
- Organize and schedule meetings including minute taking
- Maintain filing and document management as required
- Responsible for the administration of membership programs including, but not limited to: updating Band Membership List; accepting applications for status cards, interviewing applicants, reviewing claims to First Nation status and band membership and verifying status
- Prepare monthly membership statistical information for NFN Administrative use
- Maintain up to date Membership information using software such as AIS, Laserfische and BMMT
- Assist with land transactions to be registered and scanned onto the Nipissing Land Registry and/or online with the First Nation Land Registry System



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- Prepare statistical reports regarding membership and membership population stats including on reserve housing counts.
- Maintain Cemetery Records and record of available plots to assist membership with selecting a plot for the internment of their loved one.
- Performs such other related duties as may reasonably be required under this position.

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

What you bring to the table

- Must have Highschool Diploma or equivalent
- Graduation from a program in office administration or commensurate experience in the administrative clerical field will be an asset
- Knowledge of NFN community and territory
- Be an Indian Registration Administrator; or be willing to take training to obtain
- Demonstrate computer literacy and proficiency in computer applications such as: Windows, Microsoft Office 365, and internet applications
- Working knowledge of office equipment such as multi-user phone, printers, fax machines and video conferencing equipment
- Ability to speak, write and understand Nipissing Nishnaabemwin considered an asset

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.

Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.