



Employment Opportunity

Job Title: Indian Registration Administrator

Location of Position: to be determined, based on the office location of the successful candidate. Possible locations include: Corner Brook, Glenwood, Grand Falls-Windsor, Stephenville and St. George's Offices

Hours of Work: 35 hours per week

Rate of Pay: \$35,000.00 per year

- **Job Description:** The Indian Registration Administrator will have Knowledge of Indigenous Service Canada's policies and procedures concerning Indian Registration. The successful applicant will be responsible to maintain and up-date the Band's official membership list. The Indian Registration Administrator will also provide administrative support to other areas as required.

Responsibilities:

- Assist any individual who is applying for registration as a status Indian. Provide applicants with application forms, examine the supporting documents (birth, death, marriage certificates etc.) to determine acceptability for registration purposes. Forward the appropriate documentation and data entry to Indigenous Service Canada
- Maintains the Indian Register and Band List
- Establish an efficient and effective event reporting system for documents gathered over the month
- Prepare a monthly report on membership issues and activity
- Ensures that the integrity of the Indian Registry Program is maintained at all times
- Note any inconsistencies in the band's Indian Register and advise ISC of any required changes
- Develop and implement control systems for all Indian Registry information and documentation
- Maintains the membership band lists in preparation for Band Council elections
- Follow departmental policies and procedures
- Maintain an effective and efficient filing system
- Implement the recommendations of ISC regarding the administration of the Indian Registry Program

- Develop and maintain productive relationships with ISC and any other partners to facilitate the collection of documents and to ensure that all individuals entitled to be registered are registered in a timely manner
- Perform other duties as required.

Qualifications:

Education: Post- secondary education in Community Studies, Business or Office Administration. Other related Post-Secondary education will be considered.

Experience:

The Indian Registration Administrator will have 5+ years related experience, including at least 2 years direct experience with Indian registration policies and procedures.

Working Conditions: This position is office based. The duties are predominantly met during regular business hours. Some overtime work and travel may be required at specific times throughout the year.

Apply: Please apply electronically using MS Word with a cover letter, resume and three business references to: jobopportunities@qalipu.ca subject line **"Indian Registration Administrator"**

Qalipu Mi'kmaq First Nation
Attention: Mrs. Janet McAuley, Human Resources Manager
3 Church Street Corner Brook, NL
A2H 2Z4

Deadline for receipt of Cover Letter and Resume: Friday, October 11, 2019 at 4:00 P.M.

Please note: Diplomas/certificates for Post-Secondary Education and Training and a Code of Conduct with a vulnerable sector query is required.

QFN is an equal opportunity employer, in situations where candidates have equal credentials, preference will be given to aboriginal candidates. If you are a member of Qalipu First Nation, please indicate it in your cover letter.