



ARE YOU READY FOR CHANGE?

ACFN offers growth, challenge and change.
Come and serve our Nation for a rewarding career.

EMPLOYMENT OPPORTUNITY – Membership Registrar

Staffing Process Number: ACFN-2023-024

The Athabasca Chipewyan First Nation (ACFN) is seeking to fill one (1) full-time position of **Membership Registrar**. This permanent role consists of 5 days on, 2 days off: Monday to Friday, 7.5-hour days, and 37.5 hours per week. However, schedule and work location may change from time to time to meet operational requirements.

The role reports to the Band Administrator, and is responsible for the administration of maintaining, verifying and updating, the First Nation Register and Band List for ACFN. This is a local position to **Fort Chipewyan, AB.**, and the successful candidate is responsible for their own accommodations and transportation.

GENERAL RESPONSIBILITIES

- Duties include reporting events (births, deaths, marriages and divorces, transfer of child on divorce, age of majority, miscellaneous additions and/or amendments) which affect the Indian Register.
- Obtain documents from ACFN band members to verify events reported.
- Liaise with provincial and federal departments by reporting events to the regional office and/or headquarters to update the Indian Register. Notify regional office of any administrative changes, i.e., changes in addresses and telephone numbers of band members.
- Process and issue certificates of Indian Status.
- Manage correspondence, data entry, filing, and responding to general inquiries.
- Highly organized and maintains confidential records and files.
- Prepare a monthly Chief and Council report and a quarterly newsletter for members.
- Coordinate membership committee meetings.
- Knowledge of ACFN on values, culture, and traditions.
- Other duties as required.

QUALIFICATIONS AND EDUCATION

- High School Diploma or equivalent or a combination on Education (Grade 10), Training and Three (3) years of Administrative experience may be considered as an alternative to a High School Diploma.
- A minimum of three (3) years of experience in an administrative position.
- One (1) year of experience in data entry.
- Microsoft Office (MSWord, Excel and Outlook).
- Class 5 Driver's Licence, is an asset.
- Excellent written and spoken communications skills.
- Ability to work independently and as a team member.
- Ability to prioritize work in a demanding environment with multiple priorities and working under pressure to meet conflicting deadlines.
- Excellent analytical skills and attention to detail and accuracy.
- Outstanding interpersonal relationships.
- Willingness to work in a diverse workforce.

- Willingness to work evenings, weekend and holidays.
- Willingness to sign a Confidentiality Agreement.

Salary will be dependent on experience and qualifications.

Interested candidates are invited to e-mail a covering letter and résumé quoting **Staffing Process Number: ACFN-2023-024**, in confidence to HR@acfn.com
Closing Date: Resumes will be accepted until a successful candidate is found.

Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they identify and are a member of the following group: Indigenous People (ACFN, MCFN, FMFN, etc., status or non-status, Inuit or Métis). Preference may be given to Indigenous People.

Marsi chogh/Thank you to all who apply, however, only those selected for an interview will be contacted.