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HIRING**

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

EMPLOYMENT OPPORTUNITY – Membership Registrar

Staffing Process Number: ACFN-2026-003

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. This is a local position to **Fort Chipewyan, AB.**, and the successful candidate is responsible for their own accommodation and transportation.

Interested? Send a covering letter and resume or send via email: HR@acfn.com!

Closing Date: Until a suitable candidate is found

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.
- 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.
- Full position description available upon request.

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.
- 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.
- 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.

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.