



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Lands & Membership Clerk

Location: Sarnia, ON

Duration: Permanent

Posting Closes/Deadline: September 10th, 2024

Tentative Interview Date(s): September 16th-17th, 2024

Position Summary

The Lands & Membership Clerk is responsible for administering the First Nation's Lands Administration and Band Membership Programs within the administrative policies and procedures established by the Director of Operations and as directed by the Lands Management Officer. The Lands & Membership Clerk will have knowledge of Indigenous Service Canada's policies and procedures concerning Indian registration.

Responsibilities

Main Responsibilities:

- Responsible for assisting in the creation, transfer and registration of all real property
- Responsible for assisting in the drafting of mortgage/loan documents; document execution and registration, as required, and the establishment of and compliance with repayment provisions
- Responsible for assisting with the lease management function of First Nation residential properties, including the preparation and registration of leases and establishments of, and compliance with service charge provisions
- Responsible for assisting with the preparation and registration of Wills; the settlements of estates
- Responsible for developing and maintaining client and agency documentation
- Responsible for assisting with the administration of the Membership Program including, but not limited to; updating Band Membership Database; Processing/assisting with applications for registration and Secure Certificates of Indian Status, issuing certificates of Indian status, issuing membership verification letters, submitting reports to Indigenous Services Canada.
- Verifies membership status to external agencies
- Issues Certificates of Indian Status cards; maintains card registry; prepares status and membership reports, as required
- Administer the permit to reside
- Performs such other related duties as may reasonably be required by the Lands Management Officer
- Maintain an effective and efficient filing system

Health, Safety & Compliance:

- Ensure workplace health and safety by identifying prevention opportunities, ensuring staff are trained in incident reporting systems, investigating potential risk and accidents, and applying timely corrective measures
- Adhere to relevant legislation, policies, and procedures
- Maintain a safe, healthy, and welcoming environment for the community and staff

Minimum Requirements

- Graduation from the Indian Registration Administrator program an asset
- Graduation from a post-secondary program in land use planning/property administration considered an asset
- Post-secondary education in Community Studies, Business or Office Administration an asset

- 3 to 5 years of experience (work or lived) in First Nations, understanding the needs, challenges, and political environment
- A clear Criminal Record Check and Vulnerable Sector Check
- A valid driver's license and access to a vehicle

Other Considerations

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985, c. H-6, s16 (1-3)).

Application Process

If you are interested in this opportunity, kindly forward your resume and cover letter via mail, email, or fax to:

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON
N7T 7H5
Attention: Ashley Fisher, Human Resources Officer
Or
humanresource@aamjiwnaang.ca
Or
519-336-0382 fax

For more information, check us out online at www.aamjiwnaang.ca