



Pwi-Di-Goo-Zing Ne-Yaa-Zhing Advisory Services
Job Posting – Membership Electoral Clerk
Fort Frances, ON

The Membership Electoral Clerk functions as a team player to the Membership / Electoral services program operated under Pwi-Di-Goo-Zing Ne-Yaa-Zhing Advisory Services. Reporting to the Executive Director, they aid in the areas of membership, including issuing of documentation and identification, as well as elections. The position will also provide administrative assistance within the program, ensuring that the day-to-day clerical tasks are completed in a timely and accurate manner.

Primary Accountabilities Include:

- ***Assists in providing membership services to First Nations;*** follows proper membership codes, procedures and protocols to determine client lineage and relationships, and entitlement to Indian status, making appropriate recommendations when required or requested.
- ***Enters data into the Indigenous Services Canada (ISC) Registrar;*** ensures all information is entered timely and accurately; investigates and resolves discrepancies; creates reports and obtains information when requested.
- ***Helps coordinate Community elections;*** compiles paperwork and documentation; prepares and distributes election and voter's packages; takes direction from the Electoral Officer; travels on-site to assist with nominations, election polls as well counting and declaring results.
- ***Carries out administrative and clerical duties within the Membership and Electoral program;*** may include printing, photocopying, gathering information, developing resources and materials, conducting research, preparing reports, drafting correspondence, handling general questions and inquiries, etc.

Requirements:

- Post-secondary education in Business or Office Administration OR Grade 12 Diploma accompanied by 1 to 3 years of administrative experience.
- Must enrol in and pass the Indian Registration Administrator Training and Elections Training offered through ISC upon hire.
- Valid driver's license and access to reliable transportation to fulfill travel requirements.
- Superior written and verbal communication skills.
- Detail-orientated, exhibiting accuracy in all work; willingness to learn and take initiative.
- Fundamental understanding of the Indian Act, and its interpretations.
- Demonstrated knowledge of First Nations lifestyle, governance, culture, values and beliefs.

Salary

- \$45,000 - \$55,000.00 per annum

Application process

- Please submit cover letter and resume that includes three (3) professional/work related references, with written authorization to contact references to:

Hiring Committee

Pwi-di-goo-zing Ne-yaa-zhing Advisory Services
Box 522 Fort Frances, ON P9A 3M8
Tel: 807-274-8531 Fax: 807-274-4330 Email: tryll@advisoryservices.ca

*If submitting by email, please use **Membership Electoral Clerk** in the subject line and include your cover letter, resume and written authorization to contact references in PDF format.*

Deadline:

- This position is open until filled.

While we appreciate all applications, only those selected for an interview will be contacted.