JOB POSTING

Indian Registry/Membership Clerk

POSITION	Indian Registry/Membership Clerk	**DEPARTMENT**	Administration
JOB CLASSIFICATION	Full-time	**REPORTS TO**	Band Manager

The Indian Registry/Membership Clerk maintains the Indian Registry and Band List for Moosomin First Nation. The Clerk ensures proper documentation supports both lists and the issuance of Treaty Cards, and files required reports with ISC. Moosomin First Nation has its own Membership Code; the Clerk also prepares voters lists and plays a key role in elections.

QUALIFICATIONS

- Grade 12 Diploma
- Indian Registry/Membership training (or willingness to obtain it)
- Administration and/or communications experience
- Strong verbal and written communication skills
- Proficiency with computers and software for information management and communication
- Self-motivated, able to work with limited supervision

DUTIES AND RESPONSIBILITIES

- Maintain the Indian Registry and the Moosomin First Nation Band Membership list
- Help individuals apply for registration as a status Indian or MFN Band Member
- Collect and review supporting documents (e.g., birth, death and marriage certificates) to confirm they are acceptable for registration
- Review monthly ISC reports to verify names and entries in the Indian Registry system, and report any discrepancies and required changes to the department
- Issue Treaty Cards to status band members and status persons ordinarily resident on Moosomin First Nation lands, in accordance with ISC policies
- Protect the confidentiality of information
- Assist with MFN elections
- Set up an efficient monthly activity reporting system
- Prepare and submit required ISC reports for the Indian Registry, Treaty Cards, etc.

Please email your cover letter and resume to: **humanresources@moosomin.ca**

Closing Date: December 04, 2026

Preference will be given to Moosomin First Nation Members.
Please note that only those candidates selected for an interview will be contacted.