



JOB POSTING
INDIAN REGISTRY ADMINISTRATOR
FULL-TIME INDEFINITE HIRE
OFFICE OF VITAL STATISTICS
DEPARTMENT OF EXECUTIVE SERVICES

SALARY LEVEL: PAY BAND 3 \$51,977.02 - \$76,938.69 ANNUALLY
DEADLINE TO APPLY: NOVEMBER 19, 2024, BY 4:00PM

SUMMARY OF RESPONSIBILITIES:

Under the direction of the Program Manager, the incumbent provides client services, administrative support to Office of Vital Statistics staff and assists the Membership Officer with maintaining the integrity of the official record of registered persons under the *Indian Act*, and the official record of membership and residency under the *Akwesasne Membership Code* and the *Akwesasne Residency Law*.

QUALIFICATIONS:

- One-year certificate in Office Administration, or related field with two (2) years experience working in an office environment **AND**
- Completion of Indian Registry Administrator Training or Certified Document Integrity Officer training or willing to obtain each within one year.
- **OR** High School Diploma with three (3) years experience working in an office environment **AND**
- Completion of Indian Registry Administrator Training or Certified Document Integrity Officer training or willing to obtain each within one year.

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0