

**BIG GRASSY FIRST NATION  
JOB POSTING  
Interim MEMBERSHIP CLERK  
July 25, 2016, to January 13, 2017**

**Brief Job Description:**

Responsible for maintaining membership records (births, deaths, processing status cards) and acts as the first point of contact for Aboriginal Affairs and Northern Development Canada (AANDC) in membership matters.

- The membership clerk also works in cooperation with the Electoral Officer on occasions when elections are being called on the First Nation.
- The membership clerk also acts as a "special assistant" to the First Nation Elders Advisory Council.
- The membership clerk is also the web site administrator/entry officer for the Big Grassy Administration office Web site; [www: BigGrassy.ca](http://www.BigGrassy.ca).

The Big Grassy Office of administration is actively pursuing qualified candidates to fill this position.

Applications will undergo a screening process to ensure candidates have the background and qualifications to meet the following requirements:

- Willing to attend training sessions;
- Ability to understand and speak Ojibway a definite asset;
- Working knowledge and familiarization with record keeping, computer; programs such as; Word, Excel, Internet navigation, Outlook navigation;
- Must have a valid (current) driver's license;
- Must be able to pass a criminal reference check;
- Must be able to demonstrate previous work history that complements the job position;
- Minimum grade 12 Education.

Please deliver resume and references to Ms. Lynne Gavin, Band Manager no later than July 15, 2016 (12:00 noon).

For additional information, please contact the Band Office.

Resumes will also be accepted by Fax – 807-488-5533 and e-mail [lagavin@tbaytel.net](mailto:lagavin@tbaytel.net).