



ADAMS LAKE INDIAN BAND JOB POSTING MEMBERSHIP & ESTATES ADMINISTRATOR

Adams Lake Indian Band is seeking one fulltime Membership and Estates Administrator to work under the direction of the Adams Lake Band's Lands Manager or designate. The individual is responsible for maintaining an updated and accurate record of the Adams Lake Indian Band population for the Indigenous Services Canada (ISC) Indian Registry program. Also, following the First Nation's Estates Management Process (2017), Family Homes on Reserve and Matrimonial Interests or Rights Act (2023) and ISC's Wills and Estates Planning (2018).

DUTIES INCLUDE:

- Performs all duties and responsibilities in accordance with Adams Lake Indian Band Section 10 Membership policies and procedures;
- Maintain the Indian Registration & Band Lists Program as per ISC policy and procedures;
- Participates in the determination of an individual's eligibility for Indian status;
- Issues status cards to qualified registered individuals;
- Ensures the integrity of the Indian Register is always maintained by implementing all safety, security and reporting procedures for all confidential information that is accessed;
- Perform all duties and responsibilities in accordance with the First Nation's Estates Management policies and procedures;
- Conduct annual estates workshops for ALIB membership and community members;
- Ensure the safety of membership's wills and their personal information;
- Be able to travel for workshops and/or training, when required;
- All other related duties as required.

REQUIRED QUALIFICATIONS, SKILLS AND ABILITIES:

- Have Certification as an Indian Registry Administrator (IRA), can be completed upon hiring;
- Post-secondary Administration education, preferred;
- Experience in a First Nations Community administration environment;
- Be compassionate when dealing with emotional matters at hand;
- Good verbal and written communication;
- Excellent analytical and organization;
- Tact and confidential in dealing with membership's matters;
- Possess strong computer skills using MS Office software;
- Reliable and dependable;
- Ability to work with limited supervision;
- Ability to work flexible hours/days if required;
- Good judgement and problem-solving.

OCCUPATIONAL REQUIREMENTS (REQUIRED DOCUMENTS)

- Current criminal record check,
- Valid B.C. Class 5 or 7 Driver's License,
- Reliable transportation with valid business insurance

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TERMS OF EMPLOYMENT:

Full time permanent position

Upon completion of probation ALIB offers comprehensive Benefits and a Pension Plan.
Hours per week: 75 hours biweekly (max 37.5 hrs./week), with flexibility in hours/days of work.

Position will remain open until a suitable candidate is available.

All interested candidates are asked to submit a detailed cover letter and resume with references to: Human-Resources@alib.ca

Preference may be given to ALIB band members and individuals who self-identify as First Nation, Inuit, or Indigenous ancestry. All applicants must be legally entitled to work in Canada. If you have any questions about the position, difficulties applying, or require an accommodation during the selection process, which is available upon request, please contact us either via telephone at: 250-679-2214 or email: human-resources@alib.ca

Although we acknowledge all those interested in the position, only those candidates selected for an interview will be contacted.