



JOB OPPORTUNITY

Education / Membership Clerk

Animbiigoo Zaagi'igan Anishinaabek is seeking 1 individual to fill this dual position within the Administration Department.

SCOPE

- Under the direction of the Band Administrator, and in conjunction with the Finance Department, the PSE Clerk, is responsible for implementing the AZA Post-Secondary Education Program with the use of the AZA Education Policy.
- Under the direction of the Band Administrator, the Membership Clerk, is responsible for maintaining the AZA Official Membership List in accordance with the AZA Membership Code.

KEY Education RESPONSIBILITIES

- Creation and maintenance of the PSE Roll
- Creation and maintenance of the PSE Budget
- Use of the PSE Policy to implement the AZA PSE Program
- Ensuring the approved students sponsorship documentation is completed
- Ensuring the approved expenses per student are completed and paid
- Monitoring of attendance of students as per the Policy
- Reporting Annually to AZA Membership
- Reporting to funders as required

KEY Membership RESPONSIBILITIES

- Maintenance of the AZA Membership Database program
- Maintenance of AZA Membership Files
- Use of the AZA Membership Code to follow up on Member applications
- Provide Membership with package of suite of services
- Assist with various applications for Indian Registry, ie birth, lineage, death
- Obtain Certification of Membership Training as provided by INAC
- Issue Status Cards
- Provide Membership with pertinent information for Status Indians
- Completion of reports to INAC Registry Department
- Issuing and confirming Voting Lists

QUALIFICATIONS

- ✓ Minimum Grade 12 Diploma or Equivalency
- ✓ Post-Secondary Education preferable
- ✓ Experience in First Nation Education programs or systems, or comparable work experience and training
- ✓ Current Membership Training Certification is an asset, but must be willing to complete the training
- ✓ Experience in computer database entry and maintenance
- ✓ Extensive experience in Microsoft Office Programs, more specifically Excel for graph and spreadsheet usage
- ✓ Excellent oral and written communication skills
- ✓ Experience in budget creation, monitoring and variances
- ✓ Must have access to reliable vehicle and be willing to travel if needed

LOCATION: Beardmore, ON

SALARY: Commensurate with education and qualifications

Please forward your resume with a covering letter and three references to:

Priscilla Graham, Band Administrator
Animbiigoo Zaagi'igan Anishinaabek
Box 120, Beardmore, Ontario P0T 1G0
Email: pgraham@aza.ca Fax: (807) 875-2786

Applications must be received by Noon on, February 17, 2017

**We thank you for your interest, but
only those granted an interview will be
contacted.**