



# Rainy River First Nations

## Invites applications for the position of

# Membership Registrar

### **Job Description:**

Under the direction of Chief and Council, the Membership Registrar is responsible for the administrative duties in relation to the Rainy River First Nation Membership Code.

The Membership Registrar's primary responsibility will be to maintain the Membership list, and review Membership applications for completeness. They will also have to liaise with applicants, and manage and coordinate the Membership Committee.

### **Qualifications:**

- Preferred university degree or diploma in Commerce, Business Administration or relevant field;
- Proven experience with program management, financial administration, data base management and analysis;
- Ability to maintain diplomacy, discretion and respect when liaising with Chief and Council, other managers, community members, contractors and external agencies;
- Must have excellent communications skills, both oral and written and computer skills;
- Self-motivated individual with the ability to work with minimal supervision in a team-orientated setting;
- Knowledge and respect for Rainy River First Nations' culture, traditions, practices and lifestyles.

### **Terms and Conditions:**

- Must be able to provide current Criminal Reference Check satisfactory to the First Nation;
- Must adhere to the Rainy River First Nations' Drug Testing Policy;
- Must have the ability to work flexible work hours, which may include evenings and weekends;
- Must have valid driver's license and access to a vehicle.

**Notice:** All employees of KNCWN and Rainy River First Nations are subject to random drug testing.

Please apply in writing by **4:00 PM on Friday, August 2, 2019**. Applications must include a cover letter, current resume, and three (3) employment related references (two (2) of which must be from a current or recent supervisor) with permission to contact these references.

**Please submit application to: Verna DeBungie, Human Resources**  
Rainy River First Nations  
P.O. Box 450  
Emo ON, P0W 1E0  
Email: [v.debungie@rrfns.com](mailto:v.debungie@rrfns.com)

For further information, please contact Elysia Petrone Reitberger the Membership Code Implementation Coordinator at (807) 482-2479 ext. 222 or by email at [e.petrone@rrfns.com](mailto:e.petrone@rrfns.com).

We thank all applicants but only those invited for an interview will be contacted.

*The Rainy River First Nation is an equal opportunity employer.*