

Rainy River First Nations – Job Posting

MEMBERSHIP REGISTRAR TRAINEE – NOVEMBER 2025

Full-time
1 Year Term



The Membership Registrar Trainee will work closely with and be mentored by the Membership Registrar, gaining hands-on experience with the administrative duties related to the Rainy River First Nations Membership Code. The purpose of this role is to support a smooth succession plan by building the trainee's knowledge, skills, and confidence to eventually assume the full responsibilities of the Membership Registrar position.

Primary Accountabilities:

- Maintaining the Membership List and reviewing membership applications for completeness.
- Liaising with applicants throughout the application process.
- Coordinating and managing the Membership Committee.
- Performing other related duties as assigned.
- Will receive training in Program Management, Financial Management, Data Base Management, and other related training to ensure efficient office operations and compliance with the Membership Code.
- Will receive training to enhance communication skills, both oral and written, and computer skills to enhance staff efficiency, confidence, and morale.

Position requirements:

- **Must be a Registered Member of Rainy River First Nations.**
- **Must maintain strict confidentiality and comply with all applicable privacy and data protection regulations.**
- Ability to maintain diplomacy, discretion, and respect when liaising with Chief and Council, managers, community members, and external agencies.
- Knowledge and respect for the community's history, culture, traditions, practices, and lifestyles.
- Self-motivated, with the ability to work independently and collaboratively within a team environment.
- Strong willingness to learn and improve.
- Organizational and time-management skills, with strengths in conflict resolution and problem-solving.
- Computer skills, including working knowledge of MS Office (Word, Excel) and Adobe is an asset.
- Satisfactory Criminal Record Check and vulnerable sector screening.
- Valid driver's license and satisfactory driver's abstract with access to reliable transportation to and from work.
- Adherence to Rainy River First Nations' Drug Testing Policy.

How to apply:

Please submit applications with cover letter and current resume to: hr@manitou Rapids.ca. Posting will remain open until filled. We thank all candidates who apply in advance, however only those selected for interviews will be contacted.

If you have any further questions about this position, please contact the Human Resources Department by email at hr@manitou Rapids.ca.

2025-2028

Rainy River First Nations Chief & Council

We extend our warm welcome and encourage all interested individuals to submit their application for employment opportunities in a safe and non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.



To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit www.rainyriverfirstnations.com