



Position: Lands & Resources Membership
Registry Clerk

Salary: \$45,793 - \$52,016

Hours of Work: 32 hours/week

Circulation Level: Level II

Accountability: Lands & Resources Director

Employment Status: Full Time (2 years contract)

Preferences: MFN Band Members

The Lands and Resources Membership Registry Clerk will perform the following duties:

- Receive, review and process applications for membership with Mississauga First Nation
- Prepare status cards for eligible citizens
- Review and maintain membership lists and files for accuracy including registering adoptions, births, deaths, marriages, divorces, and transfers.
- Assist citizens with memberships applications, answer inquiries and refer to appropriate agencies for required documents as needed. Assists members with individual land holdings, leases, permits and estates where land is involved.
- Liaise with Indian Registry Administrator at AANDC and other First Nation Membership Clerks as needed.
- Prepare and submit monthly, quarterly, and annual reports to Indian and Northern Affairs Canada.
- Attends meetings of the First Nations, Council and third parties, as required. Maintains a comprehensive filing system for the Land Governance office.
- Maintain an excellent working knowledge of the computerized lands programs, such as: First Nations Lands Registry, Indian Lands Registry, Netlands and others as designed.
- Coordinate Lands and Membership Committee meetings; Prepare meeting packages and agenda.
- Manages all documentation in connection with the Mississauga First Nation Land Code including leases, permits, right of way, additions to reserve proposals, transfer of administration and control of reserve lands and other documentation pertaining to the Land Code.
- Register land transactions in the First Nation Lands Registry.
- Coordinate and track payments to approve accounts for monies received for leases, timber dues and/or all fees, fines, charges and levies under a land law or land resolution and any other land revenue received by.
- Assist with coordination of referendums, special membership meetings and votes.
- Provide administrative reception coverage when required

The Lands and Resources Membership Registry Clerk will possess the following qualifications, experiences, and attributes:

- Post-Secondary Clerical Certificate or office administration field.
- Minimum of two (1) year experience in the clerical field with some financial experience.
- Working knowledge or understanding Mississauga First Nation Land Code, Membership Code, and Constitution.
- Knowledge and understanding of Aboriginal culture and traditions
- Knowledge and understanding of land administration, land use planning, community & environmental planning (an asset).
- Excellent organizational and time management skills.
- Excellent interpersonal skills, conflict resolution, and computer skills.
- Ability to develop, read and interpret maps.
- Ability to keep a high level of confidentiality.
- Must provide a clear Vulnerable Sector Check from the Canadian Police Information Centre (CPIC).

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview. Please note that all interviews will be in person. If you are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation Attention: Human Resources Department
P.O. Box 1299 Blind River, Ontario P0R1B0
Marked: **CONFIDENTIAL**

EMAIL: hrclerk@mississauga.com **FAX:** 705-356-1740

Deadline: May 16, 2025- EXTENDED

Thank you to all applicants; however, only those selected for an interview will be contacted.

WALKING IN BALANCE

A socially and culturally healthy community where individuals have the opportunity to prosper and to achieve their full potential spiritually, emotionally, mentally, and physically through generous and unselfish support for one another, while pursuing balance and harmony within, with each other, and with Mother Earth.