



# **GWA'SALA - 'NAKWAXDA'XW NATIONS**

BOX 998 • 154 TSULQUATE RESERVE • PORT HARDY, BRITISH COLUMBIA, CANADA • V0N 2P0  
PHONE: (250) 949-8343 • FAX: (250) 949-7402 • WEB: WWW.GWANAKNATIONS.CA

## **Membership Clerk (Temporary)**

**Position Type:** Full-Time Temporary Term Position

**Term:** End Date 12/31/2026, or Until Return of Incumbent

**Hours:** 35 Hours per Week

**Wage:** \$24.00

**Department:** Administration

**Reports To:** Chief Administrative Officer (CAO)

### **About the Opportunity**

Gwa'sala-'Nakwaxda'xw Nations (GNN) is seeking a highly organized and detail-oriented individual to fill the temporary position of Membership Clerk. This position is responsible for maintaining membership and registration records, supporting community members with registration and status-related services, and ensuring compliance with Indigenous Services Canada (ISC) requirements.

The successful candidate will provide professional, respectful, and confidential service while supporting members through registration, membership, and status card processes.

### **Key Responsibilities**

The Membership Clerk will:

- Maintain and update the GNN Membership Registry and Band Membership List.
- Process membership, registration, and band transfer applications.
- Assist members with Secure Certificates of Indian Status (SCIS) and Status Card applications.
- Review and verify supporting documentation, including birth certificates, marriage certificates, adoption records, legal name changes, and other registration-related documents.
- Conduct genealogical and family history research to support membership and registration applications.
- Maintain accurate and confidential physical and electronic records.
- Prepare reports, correspondence, and required documentation for Indigenous Services Canada.
- Provide information and assistance to community members regarding: Registration eligibility, Membership eligibility, Status card applications and renewals, Band transfers, Registry updates
- Liaise with Indigenous Services Canada and other agencies regarding registration and membership matters.
- Ensure compliance with applicable legislation, policies, privacy requirements, and administrative procedures.
- Perform related administrative duties as assigned.

### **Qualifications**

- Grade 12 diploma or equivalent.
- Certification in Office Administration, Business Administration, Indigenous Governance, Public Administration, or a related field is considered an asset



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## **Experience**

- Minimum two (2) years of administrative experience.
- Experience with records management, registration services, membership administration, or government programs is preferred.
- Experience working within a First Nation government, Indigenous organization, or community setting is considered an asset.

## **Knowledge, Skills and Abilities**

- Strong organizational and record-keeping skills.
- Excellent written and verbal communication abilities.
- Strong attention to detail and accuracy.
- Ability to conduct research and review documentation.
- Strong customer service and interpersonal skills.
- Ability to maintain strict confidentiality and exercise sound judgment.
- Ability to manage multiple priorities and meet deadlines.
- Proficiency in Microsoft Office (Outlook, Word, Excel, and Teams).
- Knowledge of the Indian Act, registration entitlement provisions, and Indigenous Services Canada registration processes is considered an asset.

## **Working Conditions**

- Office-based work environment.
- Frequent interaction with community members, families, government agencies, and service providers.
- Extended periods of computer and administrative work.
- High degree of confidentiality and accuracy required.
- Occasional travel, training, or overtime may be required.

## **Conditions of Employment**

- Successful completion of a Criminal Record Check.
- Ability to maintain confidentiality and comply with all GNN policies and procedures.
- Ability to complete Indigenous Services Canada registration-related training as required.

## **How to Apply**

Interested applicants are invited to submit their Cover Letter, Resume, and three (3) Professional References

Applications will be accepted until **August 28, 2026**.

Please submit applications to:      Human Resources  
Gwa'sala-'Nakwaxda'xw Nations  
**Email:** [hr@gwanaknations.ca](mailto:hr@gwanaknations.ca)

We thank all applicants for their interest; however, only those selected for an interview will be contacted.