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MUNSEE-DELAWARE NATION

Executive Office – 279 Jubilee Road, Muncey, Ontario N0L 1Y0
T – 519-289-5396, F – 519-289-5156 Website: www.munsee.ca

EMPLOYMENT OPPORTUNITY

Second Posting

Resumes packages will be received by Munsee-Delaware Nation up until 4:00 p.m. EST, Thursday, December 21st, 2017, for the full-time position of Administration, Lands, Membership and Estates Officer.

POSITION TITLE: ADMINISTRATION, LANDS, MEMBERSHIP AND ESTATES OFFICER

SALARY: Starting at \$35,000.00

REPORTING:

The Administration, Lands and Membership Officer reports directly to the Director of Operations.

POSITION SUMMARY:

The Administration, Lands, Membership and Estates Officer is responsible for providing Administration and Reception services and for completing all requests regarding Lands, Membership and Estates for Munsee-Delaware Nation members.

DUTIES AND RESPONSIBILITIES:

ADMINISTRATION

- Provide administrative support to the staff of Munsee-Delaware Nation, which includes scheduling and arrangement of internal meetings and events, maintain an accurate filing system and manage document controls and retention.
- Operate multi-line telephone system by answering and managing inbound telephone inquiries.
- Direct guests and visitors in a timely, courteous and professional manner
- Manage up-to-date databases and manage good Nation relationships.
- Control incoming and outgoing mail and courier services.
- Monitor and maintain office supplies, reviewing supply requests, getting approval and order items as required.
- Complete other administrative duties as assigned.

LANDS

- Work closely with and report to Indigenous and Northern Affairs Canada changes recorded in Munsee Delaware Nation land transfers.

- Preparing land transfers for members and Council in accordance with Governmental policies and procedures.
- Maintaining an up-to-date copy of the local Indian land registry.
- Maintaining an up-to-date copy of the local cemetery mapping of MDN burial sites.
- Maintain a filing system of Canada Lands Survey Register (CLSR) maps.
- Research lands when required or requested.
- Provide copies of maps to members and Council as requested.
- Assist MDN in land planning activities.
- Complete other land related duties as assigned.

MEMBERSHIP

- Work closely with and report to Indigenous and Northern Affairs Canada any and all changes in membership with the supporting documentation.
- Issue, photograph members, prepare statistics and reports regarding Certificates of Indian Status cards.
- Assist members in obtaining divorce, birth and/or death certificates.
- Gather necessary documents to record membership changes in civil status or population totals.
- Prepare necessary documentation and Band Council Resolutions for membership transfer requests for Council review and decision.
- Issue residency letters for MDN members.
- Research native ancestry when requested.
- Keep accurate and up-to-date records, on all Band members, including records of births, deaths, reinstatements, and other additions or deletions of individual members.
- Provide application forms to those who wish to apply for membership to the Band.
- Receive applications for membership, keep records of these applications and the date received, and ensure that the required documentation is submitted to INAC. If necessary, request proof of parentage; Certificate of birth, adoption, divorce or death; or any other information which may be required by the policy.
- Maintain accurate files on all areas related to membership.
- Administrate oaths when required by member or Council.
- Complete other membership duties as assigned.

ESTATES

- Assist with MDN members' estate settlement.
- Work closely with Executor/ administrators and Indigenous and Northern Affairs Canada to settle MDN member estate.
- Obtain copies of all document pertaining to the Estate.
- Obtain deceased member's Certificate of Indian Status card.
- Assist or direct MDN members with Estate matters.
- Provide aid to MDN member drawing up a personal will.
- Provide assistance to Administrator of Estate.
- Explain to potential personal representatives (executors/administrators) their duties and responsibilities in settling an Estate.
- If a Departmental Administrator is appointed, ensure all necessary documentation is provided to enable them to fulfill its legal obligation towards the heirs.

QUALIFICATIONS:

- Post-Secondary Diploma in a related field and two (2) years related experience.
OR
- Ontario Secondary School Diploma or a General Education Diploma (GED) and five (5) years' experience working with lands, membership and/or estates.
- Must possess strong telephone and reception etiquette
- Computer literacy, including effective working skills of Microsoft Office including Outlook, Word, Excel, and PowerPoint; and Adobe products
- Must be able to take direction and follow up on assigned tasks regularly Preference given to Munsee-Delaware Nation members.
- Excellent communication skills (oral and written).
- Capable of reading maps.
- Excellent record keeping and organization skills.
- Uphold the confidentiality of personal and confidential documentation and conversations entrusted to this position.
- Valid driver's licence and up-to-date insurance (access to a vehicle an asset).
- Able to work independently.
- Satisfactory Police Reference Check for the Vulnerable Sector.

Please read the following very carefully. Incomplete submissions will not be considered.

Interested applicants must submit:

1. A cover letter that demonstrates that you meet all the qualifications through your resume submission and why you believe you are the ideal candidate for the position.
2. A copy of all educational degrees, diplomas and certificates.
3. Three (3) written employment references including your current or most recent employer.

Must be submitted in person, mail or email marked "**CONFIDENTIAL**" no later than the closing date to:

**Carol Antone
Executive Assistant
Munsee-Delaware Nation
279 Jubilee Road
Muncey, ON N0L 1Y0**

Email: carol@munsee.ca

APPLICANTS FROM MUNSEE-DELAWARE NATION AND OTHER FIRST NATIONS WILL BE GIVEN PREFERENCE.

We thank all applicants, however, only those selected for an interview will be contacted and your submission will not be returned to you.