

ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-2930

JOB POSTING

Position: Membership Research Clerk
Term: Permanent Full-Time
Department: Membership
Division: Administration
Salary: \$21.00 per hour
Hours: 35 hours per week, Monday to Friday, 8:30a.m. to 4:30p.m.

Posting Date: August 21, 2026 **Closing Date:** September 4, 2026 at 4:30p.m.

JOB SUMMARY:

The **Membership Research Clerk** is responsible for genealogical research on historical records and maintaining the membership filing system. This role involves working closely with the Indian Registry Administrator to process, verify, and manage membership files, as well as providing reception support when needed.

EDUCATION:

1. Grade 12 Diploma or equivalent.

EXPERIENCE:

1. A minimum of one year employment experience in an office setting.
2. Proficiency in the Microsoft Office suite.
3. Strong written and verbal communication skills.
4. Experience operating multiline line telephone systems, an asset
5. Demonstrated experience with accurate data entry, record keeping and filing systems.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. A cover letter addressing the qualifications listed above **must** be included with your application.
2. Resume.

REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:

1. The successful candidate must submit a Criminal Record check (completed within a 30-day timeframe), **at their own expense**.
2. The successful candidate must submit a copy of applicable educational qualifications (certificates, diplomas, degrees, etc.).

Please submit all mandatory documents electronically to hr.recruitment@oneida.on.ca or 2212-A Elm Avenue, Southwold Ontario, N0L 2G0

- Late applications will not be accepted
- We thank all those for applying however only those selected for an interview will be contacted.
- Oneida Nation of the Thames gives hiring preference to qualified First Nation applicants, with first preference to qualified Oneida Nation of the Thames members. Applicants wishing to be considered under this preference are encouraged to self-identify in their application.
- Oneida Nation of the Thames is guided by Skaná Teyukwalihwayenawakhuti “We will work together in peace” and is committed to supporting the preservation and use of the Oneida language and cultural practices.
- Oneida Nation of the Thames is committed to workplace diversity and will provide accommodations to applicants with disabilities throughout the hiring process. To request accommodations, please contact Human Resources at hr.recruitment@oneida.on.ca

To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 826 or by email hr.recruitment@oneida.on.ca.