



**JOB POSTING
MEMBERSHIP OFFICER
FULL-TIME INDEFINITE HIRE
OFFICE OF VITAL STATISTICS
DEPARTMENT OF EXECUTIVE SERVICES**

SALARY LEVEL: SP11 ST 3 \$47,005.33

DEADLINE TO APPLY: APRIL 3, 2024, BY 4 PM

SUMMARY OF RESPONSIBILITIES:

Under the direction of the Program Manager, the incumbent maintains the integrity of the official record of registered persons for the membership of the Mohawk Council of Akwesasne according to the Akwesasne Membership Code, Akwesasne Residency Law and INAC Indian Registrar.

QUALIFICATIONS:

- Two-year post-secondary community college in related discipline;
- Two years' experience in a related position.

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment.

As a requirement of employment, all applicants must have a Canadian Social Insurance number.

An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0