



Couchiching First Nation Membership Clerk *(Internal/External posting)*

Couchiching First Nation is seeking knowledgeable individual who has the vision, courage and dedication to employ as the Membership Clerk.

The Membership Clerk will advance the Membership Code as far as possible in the short-term contract.

QUALIFICATIONS AND REQUIREMENTS:

- Facilitation Skills
- Efficient in Microsoft programs
- Knowledge of recording and reporting on meetings;
- Ability to work with all members of Couchiching First Nation
- Excellent Organizational Skills; and
- Excellent written and verbal communication skills.

SALARY:

Based on funding

TO APPLY:

Applications can only be forwarded in person, by email or by fax addressed to:

ATTENTION: Amanda French Exec. Assist / Human Resources
Couchiching First Nation
RMB 2027 R.R#2
Fort Frances, ON P9A 3M8
Fax: (807) 274-6458
Email: execassist@vianet.ca

APPLICATIONS must include:

- Written authorization to contact references

DEADLINE:

Applications must be received no later than January 16, 2019 at 4:00p.m. (C.S.T)

Note:

- Job description available upon request by calling our office (807) 274-3228
- While all applications are appreciated, only those applicants selected for an interview will be contacted.