The MISSISSAUGAS OF THE CREDIT FIRST NATION is accepting applications for the full-time, permanent position of “Community Consultation/Lands and Membership Officer”

Closing Date: June 3, 2021 at 12:00PM

Job Summary:

To provide consultation with community members and Chief and Council, lands and membership services to community members within the Mississaugas of the Credit First Nation (MCFN);

To assist with the development of policies and laws as identified by Council or external bodies;

To ensure proper adherence to policies and by-laws as identified by Council or external bodies;

To ensure the protection and effective recording of the Members’ individual rights; To ensure the optimal use of the First Nation’s land for the benefit of the First Nation and its Members.

Qualifications/Minimum Requirements

- University degree plus 2 years’ experience in a First Nation office environment
- OR College Diploma in Native Studies or journalism or its equivalent plus 4 years’ experience

Knowledge

- Knowledge of legislation provided by the respective government agencies affecting the First Nation: Indian Act, Election and voting regulations, First Nation Lands Management Program, INAC membership requirements
- Solid computer background with specific knowledge of Microsoft Word and Excel and data base management

Skills/Abilities

- Research and analytical skills
- Excellent verbal and written communication skills
- Strong interpersonal skills in potentially dangerous situations
- Ability to deal with protected documents, keeping strict confidentiality
- Ability to take direction prioritize tasks and work with the public under some stressful situations

Other Requirements

- Certified Commissioner of Oaths – federal and provincial
- RCMP criminal reference check

Assets

- Indian Registration Administrator (IRA) Certificate
- Lands Management Knowledge

Salary Range: $43,969.60-62,329.50

Please submit your cover letter and resume to:

The Mississaugas of the Credit First Nation
Attention: Personnel Committee
2789 Mississauga Road
Hagersville, ON
N0A 1H0

Applications will also be accepted by fax at 905-768-1225 or via email at the address listed below.

A detailed job description is available at the Admin Building or by email at Stephanie.laforme@mncfn.ca

Miigwech to all who apply, only those candidates selected for an interview will be contacted.