

Required: Citizenship Registrar



The Stó:lō Xwexwilmexw Treaty Association is currently seeking a full-time Citizenship Registrar.

Company Profile: The Stó:lō Xwexwilmexw Treaty association is a group of six (6) Stó:lō First Nations (Aitchelitz, Leq'á:mel, Skawahlook, Skowkale, Tzeachten, Yakweakwoose) who are currently in Stage 5 of Treaty negotiations.

Location: The SXTA operational offices are located in Chilliwack BC. Office space may be shared and interruptions can be expected.

Vacancy: Qualified Full-time Citizenship Registrar. The salary range we are offering is \$45,000 - \$65,000 per year based on experience with extended health and pension package.

Requirements:

Aware and sensitive to Aboriginal culture and traditions

- Open-mindedness and open-heartedness to learning Aboriginal culture and traditions

Education:

- 2 year University certification and/or degree, training or similar relevant experience

Experience:

- Have actual experience in any or all of the tasks cited in the specific duties and responsibilities
- Ability to communicate effectively orally and in writing
- Ability to manage and resolve problems and unexpected situations under pressure
- Knowledge of Indian Act policies regarding status eligibility, rights and benefits
- Ability to maintain databases and registrations lists or ability to keep organized
- Must have good coordination and monitoring skills
- Able to keep a good recording record
- A demonstrated ability to work collaboratively with others
- Demonstrated ability of good time management skills and collaborative working environment
- Experience working with First Nations communities or equivalent experience

Responsibilities:

- Registration of Stó:lō Xwexwilmexw members:
- Reporting to Indigenous Services Canada
- Ensuring the privacy and confidentiality of all sensitive and confidential materials in their care

First preference will be given to citizens of one of the SXTA Treaty First Nations. Where there is no such successful applicant, all other applications will be considered.

Application Deadline is January 16th, 2019

Sto:lo Nation Personnel Department

ATTN – STXA Executives

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