

## Indian Registry Administrator

The Nuu-chah-nulth Tribal Council (NTC) is seeking an energetic and engaging permanent, part-time 0.8 Indian Registry Administrator (IRA) to oversee the Indian Registry program and the issuing of Indian Status Cards. Based out of Port Alberni, the IRA is responsible for collecting documents (Register births, deaths, marriages, divorces, transfers, miscellaneous events) and population statistics; and, reporting into the Indian Registry System of Indigenous Services Canada.

### Responsibilities Include

- Ensure Integrity of the Indian Register is always maintained
- Assist any individual who is applying for registration as a status Indian. Provide applicants with application forms, examine the supporting documents (birth, death, marriage certificates etc.) to determine acceptability for registration purposes
- Issue Status Cards for authorized individuals in accordance with NTC policies and procedures
- Forward a copy of Band change reports to Section 11 Bands for posting (3 years)
- Update all changes in the NTC database
- Prepare a monthly Membership report on events such as births, transfers, marriages divorce, death and name changes affecting each First Nation and forward to Indigenous and Northern Affairs Canada

### Preferred Qualifications

- Minimum of Grade 12/GED with formal Indian Registration Administrator training with Indigenous Services Canada
- Strong verbal and written communication skills and be able to relate well with members, coworkers, and general public
- Able to work independently; and available to work some evenings and weekends required
- Detail oriented with excellent organization skills
- Willing to take necessary ISC training to continually remain relevant, per ISC requirements
- Familiarity and appreciation for Nuu-chah-nulth culture and traditions considered an asset
- Possess a valid BC Driver's License and have daily access to reliable vehicle
- Provide recent work references and an acceptable criminal record check
- Be willing and able to demonstrate compliance with NTC Vaccination Policy (COVID-19)

**Competitive benefit package and salary based on qualifications and experience: annual salary range \$52,000 - \$60,000**

Apply by **1 pm, January 25, 2022**, by sending your cover letter, resume and three references (available for contact) to:



**Nuu-chah-nulth Tribal Council**  
P.O. Box 1383  
Port Alberni, BC V9Y 7M2

Attn.: *Human Resource Manager*  
Fax: (250) 723-0463

Email: [apply@nuuchahnulth.org](mailto:apply@nuuchahnulth.org)

*We thank all applicants for their interest, however only those selected for an interview will be contacted.*

# Nuu-chah-nulth Tribal Council