



IRA & Membership Contractor

Call for Proposals

July 2024

Contract Overview

Ditidaht First Nation is seeking an Indian Registrar Administrator and Membership Clerk (IRAMC). The IRMAC will be responsible to administer Indigenous Services Canada's Indian Registrar by maintaining the Band List, registering births, deaths, marriages, name changes, and issuing Indian Status Cards as well as administering the Ditidaht Membership Code by facilitating decisions made by the Membership Committee and maintaining the Membership List. This leadership role requires flexibility and commitment to providing compassionate guidance and fostering the well-being of our Ditidaht members.

Key Responsibilities:

- Complete Indian Registrar Administrator (IRA) training and be certified by Indigenous Services Canada (ISC) and maintain the Band List
- Understand and administer the Ditidaht Membership Code and maintain the Membership List
- Assist individuals who are applying for registration for Indian Status or become a Band Member, including transfers and adoptions with a high degree of accuracy and attention to detail
- Obtain and examine supporting documents to determine eligibility for both the Band List and Membership List
- Issue Status Cards and forward appropriate documentation to ISC
- Maintain a secure and locked filing system that includes necessary documentation and data record keeping
- Willing to travel for work, ideally attend Band Meetings to provide the service, evenings and weekends
- Maintain excellent working relationships with ISC and the Ditidaht membership

Qualifications:

- Able to be a designated trusted source for registration and status cards
- High school diploma or equivalent and ability to maintain privacy and confidentiality
- Experience in IRA and Membership an asset; willing to train the right individual
- Strong record keeping and data base maintenance, filing, minute taking, and decision-making records
- Strong verbal and written communication skills, able to relate well to others and the general public
- Detail oriented with proven organizational and time management skills
- Ability to set agenda, organize and facilitate Membership Committee Meetings and report to Chief and Council
- Willing to be office-based in Nitinaht Lake community with a valid class 5 driver's license
- A Criminal Record Check and Vulnerable Sector Check, available upon request

Financial compensation is proposal based. This opportunity will close when the contract is filled.



Apply by sending your cover letter, proposal, work plan, budget, and contact information for three references to:

Email: reception@ditidaht.ca

Ditidaht First Nation is committed to employment equity and welcomes diversity in the workplace.
We thank all applicants for their interest; however, only those selected for an interview will be contacted.



Ditidaht First Nation