

Secretariat of the Haida Nation Job Posting

Haida Nation Membership Clerk:

The Secretariat of the Haida Nation is seeking an experienced individual to fill the role of Haida Nation Member Clerk for the CHN/SHN, this is considered full time and the following is a brief summary of the responsibilities of this position;

- Set-up the Haida Nation Membership Program and begin to process applications.
- Work with the CHN Policy Committee on the required policy and procedures required for this program.
- Be able to communicate effectively with the public both verbally and in written form.
- Establish and maintain and file system for all applications and ensure that confidentiality is maintained for all systems.
- Establish a data base system for the Membership Lists that will be updated on a regular basis.
- Complete written reports for the CHN and SHN on an annual basis.

The applicant must have the following qualifications;

- Have a minimum of two years experience in an office setting.
- Be able to develop work effectively with the Committee, staff and the public.
- Must have strong organizational and writing skills in order to process applications.
- Must be familiar with Word 2007, Excel and any other data base systems that will be required to manage this program.
- Be able to communicate effectively both verbally and in writing.
- Must have a valid B.C. Driver's license.

Any interested applicants are to submit their resumes with a cover letter to the Secretariat of the Haida Nation, attention - May Russ, Administrator, Box 589, Masset, B.C., V0T 1M0 no later than 4:30PM on February 3, 2012. Wage rate is based on the current SHN Wage Classification for Clerical.