



JOB POSTING

Lands, Membership, Estate Administrator

Interested Candidates: Applications **must** include a cover letter, resume and three work-related references and/or letters of reference.

Alderville First Nation is seeking a dependable, knowledgeable individual to fill the position of **Lands, Membership, Estate Administrator**. This is a **long-term contract for ~18 months** - full-time position at 35 hours per week. The successful candidate will work under the direct supervision of the First Nation Administrator.

Job Scope: The Lands, Membership, Estate Administrator is responsible for overseeing all matters related to Alderville First Nation (AFN) lands, administration of membership registry, wills and estates.

Key Job Functions:

- Manages and maintains all records associated with the AFN lands including commercial, residential, industrial and agricultural leases, permits, rights of way, and any and all legal documentation;
- Oversees the Indian Registry program in accordance with First Nation policy and procedures and the *Indian Act*;
- Maintains and develops records and ensures the integrity and strict confidentiality of all estate information, including the development and maintenance of all client estate and other records;
- Key resource for historical knowledge that affects the lands and people of AFN.

Duties & Responsibilities

Lands:

- Facilitates Membership Land Transfers and registration thereof as well as AFN-land surveys, new lot creation, roads, subdivisions and boundaries;
- Provides GIS aerial boundary pictures for decision-making purposes;
- Has an understanding of the Matrimonial Real Property legislation in the event of sale of property/Land Transfer;
- Facilitate allotments of reserve lands with Chief & Council;
- Arranges for Land surveys, land appraisals, lands to added to Reserve, land permits and land leases;
- Maintains repository for land claims;
- Facilitates the negotiation of relevant service agreements with the municipality in conjunction with Council;
- Commissions all Land Transactions;
- Maintain garbage collection data for Data Call re-imburement submission.

Membership:

- Responsible for Indian Status card issuance for both on and off reserve membership; provide weekly Status cards issued report to Indian Affairs;
- Assists Alderville Members in registering various reportable events including births, deaths, marriages and process status cards and provide application forms for registration in accordance with the Indian Registry System;
- Maintain an up to date address listing of all membership and provide eligible voters list for Chief & Council elections;
- Provides information regarding latest Indian Status legislation.

Wills & Estates:

- Assist membership with the transfer of the on-reserve estate property in conjunction with the Estates Department of Indian Affairs;
- Set up Wills & Estates Indian Affairs Estates Department presentations for membership to have legal wills drafted;
- Notify the Estates department of membership deaths and verify if a deceased member has any on-reserve property.

Minimum Qualifications:

- A post-secondary degree or diploma in an area related to Resource Management, Environmental Science, Land Use Planning;

Specialization required:

- Registered Professional Lands Manager Certification
- Must be or be eligible to obtain Commissioner certification
- Must have valid Class 'G' driver's license with reliable method of transportation;
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered).

Preferred Experience:

- Demonstrated experience in community development
- Proven ability to network effectively and productively with community, community organizations, other First Nations, government and other agencies outside the community.
- Advanced computer skills (MS Office: Word, Excel, PowerPoint, Publisher, Outlook & Access); e-mail and internet;
- Technological tools including GIS and mapping software and asset
- Excellent oral and written communication particularly in business writing skills
- Must have proven, well developed, exceptional staff/public relations.

Salary: Alderville First Nation Salary Grid will apply – targeted start rate is \$22.10 - \$23.26 per hour.

Deadline to Apply: **Open until filled** - first screening Tuesday, June 11th, 2019 at 4:30 p.m.

How to apply: *Applications must include a cover letter, resume and three work-related references and/or letters of reference.*

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mailed to: mlevesque@alderville.ca

Fax to: (905) 352-3242

Mailed to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque **Re:** *Lands, Membership, Estate Admin*

For full job description, contact Melissa Levesque at (289) 435-2008. We thank all who apply however only those selected for an interview will be contacted.

Chief and Council retain the right to make the final decision on the selection of the successful candidate.