McLeod Lake Indian Band
General Delivery, McLeod Lake, BC V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting
Indigenous Registry Administrator

The Indigenous Registry Administrator, reporting to the Finance Director, is accountable for promoting the efficient operations of the MLIB Member Registry Department. This position is a permanent part-time position averaging 14 to 21 hours per week.

Key Responsibilities:

- Maintain McLeod Lake Indian Band Membership list:
  - Trust Members,
  - Band Members in Common,
  - Non-status Band Members
  - Severalty Members
- Assist Finance department by providing an updated nd current list of who is eligible for distributions, Christmas Dividends, energy subsidy, etc.
- Issue Status Cards
- Assist children who reach the age of 19 with distribution applications
- Liaise with Indigenous Services Canada (ISC) and various MLIB Departments
- Record births and deaths and communicate changes with ISC
- Maintain a contact list of all MLIB Members and ensure this is communicated with departments who require this information
- Conduct genealogy research
- Other tasks that may be assigned by the Finance Director.

Education and Experience

Preference may be given to the following: Indigenous people with relevant experience; those with previous experience or a combination of skills and experience that demonstrate the ability to perform the duties of the position. Training will be provided for the successful candidate.

Please submit resumes and cover letters to:

Attention: HR Advisor

Email: hrdept@mlib.ca

Posted: October 28, 2026