

**Malahat Nation**

110 Thunder Road | Mill Bay, BC | V0R 2P4

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LANDS ADMINISTRATIVE CLERK**REPORTS TO** Director of Lands**START DATE** As soon as possible**COMPENSATION** \$24.04 per hour (NEE – 9H)
- *subject to education and / or experience or a combination of both.***STATUS** 1-full time 6-month term position
(30-hours per week)

Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40-kilometres north of Victoria, British Columbia. Malahat Nation administration is a growing organization engaged in economic development and providing services to members. We respect the land and resources and conserve our resources by not taking more than what we need to ensure that we still have our resources for our future generations. Malahat Nation is looking for the right candidate to join our Lands & Governance Department.

PURPOSE: Reporting to the Director of Lands, the Lands Administrative Clerk will provide day-to-day administrative and clerical support to the Lands Department, assisting in meeting obligations and interests in lands and natural resources as defined under the Malahat Nation Land Code and other governance requirements. *This position is a 30-hours per week full time term position that works in the office, with minimal local travel as required.*

RESPONSIBILITIES:

- Perform clerical duties including typing, filing, and completion of simple forms.
- Operate office machines including copiers, scanners, phone and voicemail systems, personal computers, and other standard office equipment.
- Answer phone, direct calls to appropriate individuals, and prepare messages as needed.
- Copy, sort, and file records related to office activities, business transactions, and other matters.
- Prepare letters, memos, forms, and reports according to written or verbal instructions.
- Maintain filing systems either manually or electronically.
- Liaise with members and third parties on matters such as utilities to gather information on issues relating to lands under the Malahat Nation Land Code.
- Assist Malahat Nation community members with land interests (individual allotments, leases, permits).
- Assist with the registration of documents in the First Nation Land Registry System (FNLRS).
- Conduct land encumbrance checks for survey requests, subleases, allotments and transfers and provide to parties, as needed.
- Provide land status information to members and third parties related to the granting, modification, or transfer of interests on Malahat Nation lands.
- Provide support or assist with survey work, resource inventories or environmental reviews.
- Provide administrative support as required, including attending meetings and recording meeting minutes with internal and external parties.
- Provide input into the annual work plan and reporting for the Lands Department.
- Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

- Minimum grade 12 along with minimal post-secondary training in a related field would be an asset; an acceptable combination of related education, training and experience is required.
- One (1) or more years experience working in an office setting, preferred in a First Nation community.
- Experience working in a First Nations community and a willingness to learn about Malahat culture, customs, and traditions is an asset.
- Criminal Record Check (CRC) required.
- First Aid certification is beneficial
- Valid BC Driver's License and reliable vehicle required.
- Effective December 3, 2021 full vaccination against COVID-19 is required to be eligible for employment at Malahat Nation. All individuals must show Proof of Vaccination as a mandatory condition of their employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong organizational skills.
- Time management with the ability to multitask different tasks simultaneously.
- Excellent written, oral, and interpersonal communication skills.
- Knowledge of Malahat Nation programs and processes an asset.
- Knowledge of Malahat Nation internal departments and programs an asset
- Knowledge of Microsoft Office Suites programs or related software is required.

Interested applicants are invited to submit a current resume, a detailed cover letter and three references.

Please reference the 'Job Title' in the 'Subject Line'.

Human Resources Department, Malahat Nation

In person, fax 250-743-3251 or via email

Email: careers@malahatnation.com

Website: <https://malahatnation.com/jobs/>

Deadline: **4:00 p.m. Friday, March 31, 2023**

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

We thank all applicants in advance but only those selected will be contacted.