



Native Council of PEI

Job Posting – Membership Clerk

Job Title:	Membership Clerk	Position Type:	Full Time
Location:	Charlottetown	Travel Required:	Frequently
Wage:	\$22 per hour	Hours Per Week:	37.5
HR Contact:	humanresources@ncpei.com 902-629-1541	Date Posted:	August 26, 2024
Website:	http://ncpei.com/employment/	End Date:	Competition will remain open until position is filled.

Applications Accepted By:

FAX OR EMAIL: RESUME AND COVER LETTER

Attention Human Resources

Subject Line- Membership Clerk Fax Number-(902)368-7464 Email- humanresources@ncpei.com

Job Description

POSITION SUMMARY:

The Membership Clerk will be the primary contact for membership inquiries and application assistance, as well as provide activities and support to community members of NCPEI.

ROLE AND RESPONSIBILITIES

- Assist potential members in filling out membership applications and explaining the process.
- Examine new membership database to ensure all information is entered correctly and any new fields are filled.
- Ensure that new membership applications and up-to-date membership data are available for review at quarterly Board of Directors meetings.
- Ensure new membership applications are completed fully for Board review, providing assistance when necessary.
- Following Board review, communicate with applicants regarding membership acceptance, denial and/or requests for more information.
- Assist clients in applying for status and/or referrals to CIRNAC as required.
- Assist clients with navigating the Non-insured health benefits process.
- Organize community workshops/information sessions on any information/changes that may affect membership.
- Assist with the organization, promotion, and delivery of the NCPEI's Annual Mawi'omi.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Strong experience or interest in genealogy.
- Strong administrative skills.
- Education or proven experience in historical research and databases would be considered an asset.
- Excellent interpersonal communication skills, including writing and verbal.
- Ability to plan, manage and carry out activities.
- Must have own transportation and valid driver's license.