



# Tseshahat First Nation Employment Opportunity

## MEMBERSHIP CLERK

The Tseshahat First Nation Administration Office is now accepting applications for the position of **Membership Clerk**. This is a part-time position at 30 hours bi-weekly.

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### POSITION SUMMARY

The Membership Clerk reports to the Executive Director and is responsible for providing knowledgeable service support for inquiries and requests for membership enrolment, transfers, name changes, birth documents, Status Card certificates and renewals, ensuring all requests are efficiently administered and records are duly updated, all in accordance with the Tseshahat Membership Code. As the record keeper for the Membership Registry, this position is also required to maintain population statistics and to assist with electoral processes.

### JOB SKILLS, EDUCATION AND EXPERIENCE

The successful applicant will possess skills and experience in the following areas:

- Grade 12 equivalency, with diplomas or other course certificates relevant to customer service, office administration, or to the human services fields of work.
- General office or First Nation Program administrative work experiences, together with a relevant exposure to administering First Nation Membership services and programs.
- A commitment to enrol and complete Membership Clerk training.
- Criminal record check clearance.
- A comprehensive understanding of the Tseshahat community, people, culture, heritage, history and of our lives today and goals for the future.
- Good interpersonal skills; able to develop pleasant, respectful relationships.
- Good communication skills (oral, written and listening).
- Well-developed office skills required to support the integral and accurate upkeep of Membership databases, records, documents and filing systems.
- Able to consistently project a professional profile and to respond to diverse Membership requests and situations with confidence, diplomacy and tact.
- Must pass a Criminal Record Check suitable to the Employer and the Position, if requested.

### HOW TO APPLY

Submit a cover letter, resume and three (3) current references to:

Tseshahat First Nation, Attn: Executive Director  
by mail: 5091 Tsuma-as Drive, Port Alberni BC, V9Y 8X9; or  
by email: [apply@tseshahat.com](mailto:apply@tseshahat.com)

*Tseshahat First Nation is an equal opportunity employer and strongly encourages its members, as well as other First Nation individuals who meet the qualifications, to apply. Whenever possible, employment opportunities and contracted services will be offered to qualified and eligible Tseshahat members.*

### Hiring organization

Tseshahat First Nation

### Employment Type

Part-time

### Job Location

5091 Tsuma-as Dr.,  
Port Alberni, BC, V9Y 8X9

### Working Hours

30 hours bi-weekly

### Wage Range

\$18.25 – 25.00/hour

### Date Posted

September 4, 2025

### Closing Date

September 18, 2025