



Nakiwin Azhiaaksen - Employment Opportunity

Registrar – Residency and safety Law

Full time- Governance UNIT

Wiikwemkoong Unceded has officially passed the Wiikwemkoong Safety Law. The new Safety Law will help to ensure that Wiikwemkoong residents will support Wiikwemkoong in its progress towards strengthening our sovereignty and governance. It will also allow Wiikwemkoong the power to determine who is and is not allowed to attend and reside on Wiikwemkoong Unceded Territory. The Registrar job position plays an integral part in the functioning of the new Safety Law.

RESPONSIBILITIES

- Administer maintain the Resident List for Wiikwemkoong Unceded Territory,
- Reviewing and making initial decisions on Residency applications according to the considerations outlined in the safety law and all relevant and associated policies,
- Assisting individuals with accessing, completing and submitting their Residency Applications and providing the information to access and submit Residency Applications,
- Providing individuals who want to appeal a Residency Application decision and/or a Trespass Notice the information to access and submit their appeal,
- Scheduling Hearing before the Residency and Trespass Tribunal, including ensuring confirmation of quorum (i.e. three voting tribunal members) booking venue, setting time and date according to the timeline and notice requirements under the safety law and Associated polices,
- Ensuring that written notice is provided to Appellants (i.e., people who are Appealing a Residency Application decision and/or Notice of Trespass) , Hearing details (date, time, place)
- Identifying individuals as Trespassers and issuing Notices of Trespass,
- Drafting and posting Hearing Notices publicly online and at the Administration Office,
- Reporting to Chief and Council as required,
- Consulting, communicating and working with key representatives (e.g., Elders Council, Membership, WTPS)
- Attending Tribunal Hearing and meetings, and recording Minutes and Decisions as needed,
- Maintaining list of applicants who have been denied residency and/or Trespassed off Wiikwemkoong,
- Maintaining a general awareness of local and First Nation governance matters, as well as Provincial and Federal Laws,
- Completing all other duties and responsibilities as necessary, and according to the Safety Law and its associated Policies,

QUALIFICATIONS

- Minimum 1 year experience working in an office/administrative setting
- Strong interpersonal, communication, written, and organizational skills
- Experience in using computers, and common software such as Microsoft, Excel, PowerPoint, Publisher, and Outlook
- Must be able to work independently and as a team player
- Familiarity with WUT Governance, or a willingness to learn
- Knowledge of Anishinaabe culture, traditions, and current issues
- Ability to speak and understand Anishnaabemowin, or have a willingness to learn

Interested applicants, please submit your application with a cover letter, current resume, three work related references, one from the most recent employer, and copies of accreditations to:

Confidential: Registrar – Residency Safety Law Employment Opportunity

Wiikwemkoong Unceded Territory

19A Complex Drive, P.O. Box 112

Wiikwemkoong, ON P0P 2J0

SALARY: \$65,009

Posted: June 4th 2025

Closing Date: until filed

For a complete Job Description, please send a request to erc@wiikwemkoong.ca.

We thank all those that apply, however only those selected for an interview will be contacted. There will be no return of submissions. Incomplete packages and late submissions will not be considered.