



Employment Opportunity

WFN fosters a workplace environment that is diverse, inclusive, collaborative, healthy, and reflective of Syilx values and culture.



Membership Registry Specialist – Full Time, Permanent

Who We Are

Located within the traditional unceded territory of the syilx people, Westbank First Nation (WFN) is a progressive and prosperous self-governing First Nation. WFN is dedicated to promoting a healthy and prosperous future to ensure its continued existence as a strong political, social and cultural community.

Westbank First Nation values Equality, Honesty and Fairness, Respect, Integrity, Accountability and Transparency, Sustainability, Understanding, Confidentiality and Efficiency.

About this Opportunity

Reporting to the Membership Services Manager, the Membership Registry Specialist is responsible for administering and maintaining Westbank First Nation's Membership Roll in accordance with the WFN Constitution and WFN law and policy, as well as maintaining the Indian Registry Program in accordance with Federal law, policy and program requirements.

Want to know more? You will..

- Makes amendments to the Membership Roll and the Indian Register resulting from births, registration, transfers, deaths, marriages and divorces.
- Obtains and examine supporting documentation and signatures when administering amendments to the Membership Roll and Band List as required by WFN and Federal law and policy.
- Prepares monthly reports of Indian Registry transactions.
- Reviews the monthly change reports and new register pages to ensure that the events reported for WFN have been entered correctly into the Indian Register System.
- Provides information to band members and the general public on the application of the Indian Act and the Department's policies and procedures related to applications for Indian status.
- Processing applications for membership transfer/revocation in accordance to WFN Constitution, Part III-Membership Rules
- Maintains membership files as per the Indian Register Policy and WFN Constitution
- Maintains all records of Certificates of Indian Status in files and on the AIS Data Base

Community. Leadership. Pride.

Must Haves:

- Indian Registry Administrator Training Program Certification, SCIS Receiving Agent Certification, Certified Integrity Document Officer Certification, IRA Digital Application Services (DAS) certification ("ISC")
- Post-Secondary education in First Nations Governance, Political Science or law preferred.
- Electoral Officer Certification preferred
- Commissioner of Oath preferred
- Certification to "certify true copy and or likeness of identity"
- Experience interpreting and developing a First Nations Membership Code
- Experience (minimal 2 years) with budgets, coding and reporting
- Criminal Record Check with results acceptable to WFN
- Valid Class 5 Driver's License and Acceptable Driver's Abstract
- Must be willing to travel within or out of Canada

Perks of Working at WFN:

- Competitive compensation package including 3 weeks' vacation
- Extended Health Care (including Vision and Paramedical Services), Dental, Basic Life Insurance, Employee Assistance Program, and Health Spending Account
- Municipal Pension Plan membership
- Access to Big White Season Passes (Summer & Winter)
- Employee Recognition Program
- Access to LinkedIn Learning for Professional Development

The median salary for this position is \$64,753

Application Details:

To review the full job description and to learn more about Westbank First Nation please visit our website at <https://www.wfn.ca>.

All applications must be submitted through our [Employment Opportunities](#) page. Ensure you attach your cover letter and resume. Incomplete or late submissions will not be accepted.

This opportunity will close at midnight on Sunday, October 18, 2026



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