



CITIZENSHIP COORDINATOR

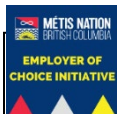
TERM FULL-TIME POSITION (37.5 hours per week) for 3 months

LOCATION: Provincial Office – Station Tower (13401 – 108th Avenue, Surrey)

CLOSES: Posting will remain open until filled and will close without notice

ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis citizens, assisting in the delivery of services based on policy, process, and specified regulations.



MNBC's *Employer of Choice Initiatives* offers employees a competitive total compensation package including:

- ✓ comprehensive group benefit package or health-care spending account and enrollment in the Municipal Pension Plan
- ✓ 15 paid days per year for statutory and cultural days (Indigenous Peoples Day, Truth and Reconciliation Day, & Louis Riel Day)
- ✓ carpool, parking & public transit subsidies (Provincial Office only)
- ✓ educational spending account and professional development allowances to provide annual funding to continue lifelong learning and skills upgrade.
- ✓ remote workplace supports.
- ✓ internal advancement & redeployment opportunities

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Ministry of Citizenship and Community Services team as a **Citizenship Coordinator**.

Reporting to the Deputy Registrar, the primary purpose of the Citizenship Coordinator is to process citizenship applications and make recommendations to the Registrar on whether applications meet requirement for citizenship.

KEY DUTIES AND RESPONSIBILITIES

- Process applications and assist individuals with the application process; collect additional supporting documentation as needed to support verification.
- Present completed citizenship assessments for final verification to the Registrar.
- May support in conducting historical research, and in creating and deliver training.
- Data entry, scanning and uploading documents to the registry database.
- Maintain database, ensuring records are complete, accurate, and up to date.
- Prepare statistical reports.
- Perform other administrative duties, as needed, to support the Registry.

THE IDEAL CANDIDATE

- Degree or diploma in Records Management, Genealogy, or related field
- Minimum of two years of experience in a records management or related role
- Combination of relevant experience, education, and training will be considered
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Demonstrated ability to effectively communicate both verbally and in writing
- Ability to lead, problem solve, and utilize team-building skills
- Proven ability to utilize strong interpersonal skills to deal with others effectively
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision
- Proven ability to utilize, adapt and embrace new technologies, including Word, Excel and other database/software required by the role

OTHER COMMENTS

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC
- There will be a need to attend meetings and events which may require work and travel outside of the normal business hours
- Ability to provide a satisfactory Criminal Record Check

The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.

Using “Citizenship Coordinator” in the subject line of your email, please send your resume and cover letter to:

[Maryann Morrison](#)

Registrar and Senior Director of Citizenship and Community Services

Métis Nation British Columbia

Email: mmorrison@mNBC.ca

MNBC is committed to promoting the health, safety, and well-being of all staff during the COVID-19 pandemic. The safety of our employees and Chartered Communities is paramount, and vaccination against COVID-19 is a key public measure to reduce the spread and severity of the virus and its variants. As such, we have recently announced all employees, vendors, and visitors are required to be vaccinated against COVID-19 in order to come to MNBC offices. **Effective November 15, 2021: full vaccination against COVID-19 is required to be eligible for employment at MNBC. All individuals must provide Proof of Vaccination, to be verified by Human Resources, as a mandatory condition of their employment.**