TAHLTAN CENTRAL GOVERNMENT

JOB POSTING

Temporary Membership Specialist

Reports to: Director of Membership
Job Duration: Temporary position. Effective immediately until approximately September 30, 2027, or until the incumbent returns to work, whichever occurs first.
Summary: The Membership Specialist position will be utilized to collect data on Tahltan members you will collect updates through various means including meetings, phone calls, and email. The collected data will then be uploaded onto the Membership database. Moreover, you will verify and register Tahltan members. In addition, the Membership specialist will provide some support to the Employment & Business Director by assisting membership seeking employment with how to use OnTrack and upload their resume and qualifications. You will also assist Tahltan Businesses by registering on OnTrack to connect with potential Tahltan employees.

Duties and Responsibilities

- Collect membership updates and add to the database.
- Verify and register Tahltan members.
- Run reports as needed in the membership system.
- Be present for full duration of ratification votes and elections.
- Be available for training throughout term that may include travel.
- Review OnTrack membership.
- Review the Facebook OnTrack membership.
- Review member reports for preferential hiring and education.
- Such other and further duties and responsibilities as the TCG may communicate from time to time.

Qualifications and Requirements:

- Experience in administration, records management, and member or customer service.
- Knowledge of Tahltan culture, values, and community priorities.
- Responsible for safeguarding confidential records and personal information while maintaining a high level of integrity and confidentiality in all interactions.
- Demonstrated proficiency in using Microsoft Office applications, including Outlook, Word, Excel, and PowerPoint.
- Ability to work independently, exercise initiatives, and effectively manage priorities to achieve departmental goals and provide exceptional member service.

Personal Skills & Attributes:

- Build positive member relationships through collaborative, respectful, and transparent communication.
- Maintains a high degree of professionalism, integrity, and discretion when handling confidential and sensitive member information.
- Strong attention to accuracy and detail when managing member information and records.

Remuneration and Work Hours:

- Competitive salary based on experience and qualifications – 55,000.00 to 65,000.00
- 35 hours per week; Monday – Friday 9:00am – 5:00pm
- Occasional evening or weekend work for meetings, events, or field support.

Work location: It is preferred that the position be based in Tahltan Territory; however, applicants outside the Tahltan Nation Territory are encouraged to apply.

Tahltan Central Government is committed to strengthening Tahltan capacity and creating employment opportunities that reflect the Nation's values and communities. ***Preference will be given to qualified Tahltan applicants.*** *Applicants are encouraged to voluntarily self-identify. Membership verification, where required, will be coordinated confidentially through Human Resources.*

How to apply: Please email your **resume and cover letter** (PDF format) outlining why you are the ideal candidate to **hr@tahltan.org**.

Use the subject line: **" Temporary Membership Specialist – Attention: Human Resources"**

Tahltan's are strongly encouraged to apply via OnTrack.

Questions? Contact Human Resources Business Partner at hr-staff@tahltan.org

Deadline for Application: November 6, 2026