



**Chippewa of the Thames First Nation is accepting applications for the position of:**

**Membership Assistant**

**Terms:** Summer Student (July-August)  
**Start Date:** July 6, 2026  
**Reports to:** Indian Registry/ Estates Administrator  
**Closing Date:** June 19<sup>th</sup> @ 4:00 p.m. Late applications will not be accepted.

**Summary:**

During the summer, the incumbent will gain experience in maintaining, updating, and preserving the integrity of the First Nation Register and Band List. The incumbent will ensure compliance with the Access to Information and Privacy Act, by acknowledging that the information contained within the Indian registration system (IRS) is personal information and protecting the release of any personal information obtained from the IRS. A signed oath of confidentiality will be required before employment start date.

**Qualifications:**

- Returning to school in the fall;
- Interested in learning about membership;
- Strong verbal and written communication skills required;
- Detail oriented with excellent organizational skills;
- Strong computer skills;
- Demonstrated ability to maintain confidentiality;
- Must have knowledge of COTTFN values, culture and traditions;
- Must be a band member of Chippewas of the Thames First Nation.
- MUST have a valid SIN#
- MUST be 15 or older at the start of the program

Interested applicants must submit a cover letter, resume, proof of fulltime enrollment in the fall, and three references to the attention of:

**E&T Administrative Assistant**  
[etadmin@cottfn.com](mailto:etadmin@cottfn.com)  
320 Chippewa Road, Muncey, ON N0L 1Y0

**All applications will be screened according to the above qualifications.**

**NOTE:** We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request for candidates taking part in all aspects of the selection process.

