

Employment Opportunity



Position: Membership Manager
Service Area: Office of Chief Financial Officer
Location: Siksika Nation Tribal Administration
Salary: Based on Education and Experience
Date Posted: September 18, 2026
Closing Date: October 2, 2026
Competition Number: CFOMM-01-09-18-26

POSITION SUMMARY:

The Membership Manager is responsible for the overall management, operations, planning, organizing, directing and controlling of the Siksika Membership department which includes overseeing Siksika Nation Membership Code, Election Code, Indian Registry Program and the Per Capita Distribution process.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Executive Authority and Reporting; Financial Authority and Budget Control
- Human Resources and Staff Supervision; Statutory and Governance Responsibilities
- Program Oversight, Risk Management and Compliance; Succession and Transition Management
- Digitization and Records Modernization; Departmental Workplan Development

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

Knowledge of the Membership Code, Election Code, Revenue Distribution Policies and the Indian Act specifically the sections related to Membership; Must have excellent administrative, financial, facilitation, negotiation, mediation, problem solving, writing, computer and communication/interpersonal skills; Ability to work well in a team environment; Excellent communication skills to give clear and precise information to Nation members, orally and in writing; Proficient in Microsoft Office Suite; Strong attention to detail and accuracy; Strong organizational and time management skills; Ability to maintain strict confidentiality; Must possess good analytical and problem-solving skills; Must be self-motivated and able to work in a fast-paced environment.

Education and Experience

- Business Management degree required and 10+ years of progressively responsible program management experience preferably with First Nations groups supervising and managing staff as well as developing and managing budgets in operation similar to that of a Housing Department.
- An equivalent combination of education and experience may be considered.

Professional Designation/Certification/Licenses:

- Valid Alberta Class 5 Driver's License
- Satisfactory Driver's Abstract.

Other:

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others

EMAIL recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.
CALL 403-734-5567 or 403-734-5579 to learn more.
WEBSITE www.siksikanation.com