



Request for Proposals

Genealogical Researchers

Under the Powley Initiative, the Metis Nation Saskatchewan Metis Nation – Saskatchewan Registry Department is seeking a strong team player committed to quality service to carry out objectives of the MN-S Registry Department. The MN-S Registry Department is accepting proposals for three (3) Genealogy Researchers to research Metis Genealogies.

Qualifications:

Experience in Métis historical research and the techniques applicable to genealogical research is desirable, but extensive training or experience is not necessary. What is necessary is:

- A strong desire to support the advancement of Métis people in Saskatchewan.
- A strong desire to work in the field of genealogical research.
- A basic understanding of historical records and the importance of these records to genealogical research.
- An understanding of the importance of objectively verifiable citizenship systems in terms of Métis governance, harvesting rights, and the advancement of Métis people in Saskatchewan.
- Excellent attention to detail; a meticulous nature.
- Strong communication skills including speaking, writing and active listening skills.
- Computer skills and data entry (including Microsoft Office, and the ability to learn to operate genealogical databases).
- Good time management and organizational skills along with the ability to prioritize daily tasks.
- Willingness to work within a team environment.
- Initiative to pursue, with training, a variety of avenues and means to prove or disprove, conclusively, the existence of family linkages that would determine an applicant's claim to citizenship of the MN – S.
- Knowledge and ability to maintain, with training, meticulous records of all genealogical research conducted.

Responsibilities of the Successful Candidate

1) Research genealogical and historical record to support the MN-S Registry Department.

- Researching family lineage through the use of a variety of modern and historical records in a variety of formats.
- Recording the source for each item of information collected and maintaining records of all research done.
- Constructing family trees showing lines of descent and family relationships.
- Enter all the client information from their file into our database.

This is a **CONTRACT** position ending **March 31st, 2012**.

Proposal should include the following information:

- Cover letter and resume that demonstrates relevant work experience of a 1 to 2 years
- Familiarity with historical and genealogical records
- Examples of prior work
- Number of hours that applicant is able to dedicated to the project

Note: Only individuals or organizations with residence in Canada will be eligible.

Closing date of Tuesday February 21, 2012

Submit to:

Attention: Deb Donaldson

Email: ddonaldson@mn-s.ca

Fax: 306-343-8398

In person or by Mail to:

406 Jessop Ave, Saskatoon, SK, S7N2S5