

# Kahnawà:ke Québec Relations (KQR) Coordinator

## Duration:

Indeterminate, Full Time -  
Nine (9) Month Probation  
Period

## Division:

Office of the Council of  
Chiefs (OCC)

## Salary:

\$43,660.50 - \$49,315.50  
per year (37.5 hours per  
week)

## Deadline To Apply:

## Details

### Purpose:

Under the direct supervision of the Director of the Office of the Council of Chiefs (OCC).

The Kahnawà:ke–Québec Relations (KQR) Coordinator is responsible for supporting and coordinating all aspects of Kahnawà:ke's government-to-government relationship with the Province of Québec and surrounding municipalities. The KQR Coordinator works closely with the KQR File Lead Chiefs, internal teams, provincial representatives, and municipal stakeholders to ensure organized, informed, and strategic engagement in all KQR discussions and initiatives. The Coordinator manages meeting logistics, documentation, communications, funding-related tasks, and information management to support consistent and effective collaboration between Kahnawà:ke, the Province of Québec, and surrounding municipalities.

### Roles & Responsibilities:

#### Meeting Coordination and Support

- Coordinates all meetings related to KQR, including:
- Steering Committee meetings.
- Main Table and Sectoral Table discussions with Québec.
- Internal planning, debrief, and strategy sessions.
- Manages meeting logistics, including:
- Scheduling, invitations, and follow-ups.
- Preparing and distributing meeting materials in advance.
- Organizing venues, refreshments, and travel as required.
- Ensures the meeting space is cleared and organized post-meeting.

- Confirms next meeting objectives and dates before the conclusion of each session.

## **Documentation and Recordkeeping**

- Attends all KQR meetings and accurately records discussions, decisions, and follow-up actions.
- Prepares formal meeting minutes and/or summary notes.
- Works with relevant leadership to review and finalize documentation.
- Circulates approved minutes to all applicable stakeholders.
- Maintains a comprehensive task tracker, meeting tracker, and decision log for all KQR engagements.
- Acts as a central contact for internal team members regarding meeting schedules and access to historical documentation.

## **Information and Knowledge Management**

- Organizes digital filing systems (e.g., SharePoint, OneDrive) to store and manage KQR documents securely.
- Works with Records Management on access-level protocols for internal documentation.
- Maintains a searchable, organized catalogue of all records and reference materials.

## **Funding and Reporting Support**

- Assists in the development and submission of funding applications related to KQR activities.
- Tracks project-related activities and associated expenses.
- Prepares regular updates, including:
  - Monthly summaries.
  - Annual reports.
  - Budget-related documentation and reporting requirements.
- Supports the OCC Director, Chief Political Advisor and Portfolio Chiefs in compiling strategic reporting content for leadership or external review.

## **Support to Related Provincial Engagements**

- Assumes a similar coordination role for other Québec-related initiatives as directed (e.g., joint tables, special policy working groups, sectoral agreements).
- Supports coordination of Municipal Relations engagements, including meetings, communications, and documentation with surrounding municipalities.
- Ensures consistency in documentation, reporting, and coordination across all related provincial and municipal engagement files.

## **Education & Experience:**

- DEC in Office Administration, plus one (1) year relevant experience.

OR

- DEP in Secretarial Sciences, plus three (3) years relevant experience.

OR

- High School Diploma, plus five (5) years relevant experience.

## **Knowledge, Skills, Abilities:**

- Ability to interpret and simplify complex data and information for diverse audiences.
- Strong written and verbal communication skills.
- Strong minute and note taking skills.
- Demonstrated interpersonal skills, professionalism, teamwork, and judgement.
- Knowledge of the agreements between Kahnawà:ke and Quebec, and general knowledge of the Kahnawà:ke/Quebec Relations process itself.
- Knowledge of the agreements between Kahnawà:ke and Canada, and solid knowledge of the Kahnawà:ke/Canada Relations is preferred.
- Knowledge of the agreements between Kahnawà:ke and surrounding Municipalities, and general knowledge of the Kahnawà:ke/Municipal Relations is preferred.
- Knowledge of the agreements between Kahnawà:ke and other First Nations, and general knowledge of the External Government Relations is preferred.
- Microsoft Office 365 Suite.
- Demonstrates professionalism, discretion, and courtesy when interacting with internal and external clients, fostering positive and respectful working relationships.
- Maintains confidentiality.
- Adhere to MCK Employment Policies and Kanien'kéha Language initiatives.
- Ability to speak and write in French is strongly preferred
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

## **Working Environment:**

- Five-day work week is performed in an office environment.
- May be required to work evenings or weekends on occasion, depending on the needs of specific portfolios or project deadlines.

- Periods of moderate stress may occur due to workload, competing priorities, and tight timelines.
- Occasional overtime may be necessary to support operational or strategic objectives.
- Occasional travel may be required.

## Requirements:

Please address your application to MCK Human Resources. Forward your complete application via e-mail only to: **Applications@mck.ca**

- Ensure complete applications are submitted, including Letter of Intent and Resume. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Indigenous candidates.
- When adding attachments, please use PDF format. Any other formats may be blocked from our system.

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED.**

## To Apply:

Email your applications with all the required documents to **applications@mck.ca**