

# OCC Strategist

## Duration:

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

## Division:

Office of the Council of Chiefs (OCC)

## Salary:

\$60,021.00 - \$98,338.50 per year (37.5 hours per week)

## Deadline To Apply:

## Details

### Purpose:

Under the supervision of the General Manager of Office of the Council of Chiefs (OCC) Operations, the Strategist would be responsible for supporting the advancement of political priorities and strategic initiatives established within the portfolio system of the OCC. This includes providing comprehensive technical, administrative, and coordination support for assigned projects and files, particularly those related to the negotiation of political arrangements with external governments and the development of governance frameworks for Kahnawà:ke.

Key contributor in the behind-the-scenes role in preparing and supporting the Ratsénhaienhs, who serve as the primary representatives in formal negotiations. Responsibilities include conducting research, analyzing policy, developing reports and recommendations, coordinating intergovernmental initiatives, and maintaining effective project documentation and stakeholder engagement. The position is critical to ensuring the successful planning, implementation, and alignment of OCC's mandates with community priorities.

### Roles & Responsibilities:

#### Strategist I

This level focuses on technical support, foundational research, and operational coordination. It is designed to build capacity for more strategic responsibilities over time.

- Provide technical, planning, and coordination support for assigned portfolio projects and files.
- Collect and review MCK internal documents (e.g., policies, procedures, historical records).
- Consolidate relevant materials to inform planning and decision-making.
- Support portfolio administration, including scheduling, and minute-taking.
- Track risks as identified by the Portfolio Team and provide updates as required.
- Assist in grant research and preparation of basic funding documents.
- Engage with internal and external stakeholders to support reciprocal information flow.
- Present on assigned portfolios and files to internal and external audiences, including community engagement sessions.
- Participate in preparing materials for events such as budget submissions and public briefings.
- Execute tasks under guidance while developing policy analysis, research, and coordination skills.
- Participate in planning MCK community engagement in relations to the Portfolio files, that are aligned with the MCK Community Engagement Policy
- Work with the PRU Public Relations Specialist, Community Engagement to act as the spokesperson for engagement activities for publications and tools (i.e., reports, press releases, media interviews, etc.).
- Perform other duties as assigned.

#### Strategist II

This level assumes greater independence, provides subject matter expertise, and supports strategic direction-setting within portfolios.

- Fulfill all duties of Strategist I with increased independence and complexity.
- Lead the planning, coordination, and implementation of more complex projects and files.
- Develop internal work plans, governance strategies, and communication tools.
- Conduct policy and jurisdictional scans, risk assessments, and briefings for the Ratsénhaienhs.

- Support the Ratsénhaienhs by preparing backgrounders and policy positions ahead of negotiations.
- Provide strategic advice and policy insights to Portfolio Teams.
- May attend negotiations to provide technical clarification, not as a spokesperson.
- Represent OCC in technical and interdepartmental discussions where appropriate.
- Create, implement and maintain communication and stakeholder management tools to ensure tracking stakeholder expectations, maintaining relationships, and effective communication.
- Guide and mentor Strategist I staff by sharing expertise and offering feedback.
- Prepare and submit grant applications and oversee reporting on funding agreements.

### **Strategist III**

This level serves as the senior strategic thinker and high-level advisor to the OCC, shaping long-term direction and governance frameworks.

- Fulfill all duties of Strategist I and II with advanced leadership in strategy and planning.
- Provide high-level strategic advisory and political analysis to the Ratsénhaienhs and OCC leadership.
- Lead the development of political strategies, lobbying approaches, and negotiation frameworks.
- Design and implement governance structures and long-term planning models for Kahnawà:ke.
- Coordinate complex, cross-portfolio files and initiatives that have broad community and intergovernmental impact.
- Secure and manage funding for major projects and align financial planning with political objectives.
- Serve as a subject matter expert and mentor to both Strategist I and II roles.
- Lead high-level stakeholder engagement, communications planning, and council briefings.
- Participate in internal strategic decision-making processes, offering direction and continuity across portfolios.

Support the preparation of the Ratsénhaienhs for formal engagements with external governments by ensuring they are well-informed and strategically positioned.

## **Education & Experience:**

### **Strategist I**

- Bachelor's Degree in Political Science, Indigenous Studies, Public Policy, Public Administration, or related field, with up to 3 years (0–3 years) of relevant experience.

**OR**

- DEC (Diploma of College Studies) in Social Sciences or related field, with (3+) years of relevant experience.

**OR**

- High School Diploma, with (7+) years of direct and relevant experience in governance, community planning, or political support roles.

### **Strategist II**

- Bachelor's Degree in Political Science, Indigenous Studies, Public Policy, Public Administration, or related field, with (7+) years of progressively responsible experience.

**OR**

- DEC in Social Sciences or related field, with (10+) years of relevant experience.

**OR**

- Master's Degree in Political Science, Public Policy, Indigenous Governance, or related field, with (3+) years of relevant experience.

### **Strategist III**

- Master's Degree in Political Science, Public Policy, Indigenous Studies, Public Administration, or a related field, with (7+) years of senior-level experience in strategic, political, or governance leadership roles.

**OR**

- Bachelor's Degree in a related field, with (10+) years of progressively responsible experience including leadership in political strategy, governance, or intergovernmental negotiations.

**OR**

In exceptional cases, a combination of extensive relevant experience (12+ years) in governance, political advising, and intergovernmental relations may substitute formal academic credentials, pending internal evaluation.

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

- Ability to interpret and simplify complex data and information for diverse audiences.
- Strong written and verbal communication skills.
- Demonstrated knowledge and ability to apply effective research techniques, with respect to confidentiality and ethics.
- Demonstrated interpersonal skills, professionalism, teamwork, and judgement.
- Project management, planning and organizational skills, with the capacity to multitask and manage pressure and competing deadlines effectively.
- 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 process itself.
- Knowledge of the agreements between Kahnawà:ke and surrounding Municipalities, and general knowledge of the Kahnawà:ke/Municipal Relations process itself.
- Knowledge of the agreements between Kahnawà:ke and other First Nations, and general knowledge of the External Government Relations process itself.
- Microsoft Office 365 Suite.
- Conducts business with internal and external clients in a tactful, discreet and courteous manner.
- Ability to maintain confidentiality.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.
- Ability to communicate in Kanien'kéha and the French language is an asset.
- The willingness to learn Kanien'kéha.

## **Working Environment:**

- Standard Monday to Friday schedule, with work primarily 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.

## 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**