



## EMPLOYMENT OPPORTUNITY

### Tsi Niionkwarihò:ten Program Coordinator

**KSCS is looking for a highly skilled & experienced individual to provide direction, leadership, and guidance, assisting the organization in developing specialized services incorporating traditional Kanien'kehá:ka culture & teachings.**

Under the supervision of the Team Leader of Tsi Niionkwarihò:ten Program Coordinator provides a range of specialized services including: Program development, program implementation and program evaluation for the Tsi Niionkwarihò:ten Program of KSCS.

#### Required Education & Experience:

- Bachelors in Human Services – with one (1) to three (3) years' experience.
- D.E.C. in Social Science with three (3) to five (5) years' experience.
- High School Diploma with six (6) to ten (10) years' experience.
- Strong knowledge of Kanien'kehá:ka culture and language.
- Skills in project management and development.

**Status:** Indefinite term contract, with a six (6)-month probationary period.

**Salary:** Starting at \$33.68/hour.

**Schedule:** 35 hrs/week; must be willing to work flexible hours as necessary.

**If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:**

KSCS Human Resources at [humanresources@kscskahnawake.ca](mailto:humanresources@kscskahnawake.ca). You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at [www.kscs.ca](http://www.kscs.ca). Call 450-632-8464 for more info.

**Deadline to apply:** Friday, April 17<sup>th</sup>, 2026, at 4:00 p.m.

**Please Note That Preference Will Be Given To First Nations Applicants.**

**GENERAL INFORMATION**

<b>Code:</b>	<b>FLS-21</b>
<b>Job Title:</b>	<b>Tsi Niionkwarihò:ten Program Coordinator</b>
<b>Department:</b>	Organizational Support Services
<b>Date of job description:</b>	February 22, 2017
<b>Date of Title Change:</b>	March 13, 2018
<b>Job reports to:</b>	Manager of Organizational Support Services

**JOB DESCRIPTION SUMMARY**

Under the supervision of Manager of Organizational Support Services, the Tsi Niionkwarihò:ten Program Coordinator provides a range of specialized services including: Program development, program implementation and Program evaluation for the Tsi Niionkwarihò:ten Program of KSCS.

Decisions are based on significant analysis and interpretation. Modifies methods, techniques and procedures to achieve desired results. Has full autonomy to deliver predefined accountabilities.

**CORE RESPONSIBILITIES & DUTIES**

<b>Core Responsibilities</b>	<b>Duties</b>
<b>Program Development</b>	<ul style="list-style-type: none"> <li>➤ Design the Tsi Niionkwarihò:ten Program and any associate programming.</li> <li>➤ To develop accountability processes, policies and procedures to interface with existing services and partnerships.</li> <li>➤ To provide new team members with an orientation of the Tsi Niionkwarihò:ten and to provide support to them in their development plans.</li> <li>➤ Develop a mechanism for collecting evaluative data.</li> <li>➤ Establishment of committees and working groups for measures that require them.</li> <li>➤ Develop program standards and procedures in collaboration with Manager.</li> <li>➤ Participate in Tsi Niionkwarihò:ten working group as leader facilitator.</li> <li>➤ Develop in collaboration with working groups' terms of references.</li> <li>➤ Recruit members for the working groups and committees.</li> <li>➤ Attend regular supervision sessions with Manager.</li> <li>➤ Attend KLT meetings as required to update on progress of program.</li> </ul>
<b>Project Management and Service Delivery Integration</b>	<ul style="list-style-type: none"> <li>➤ Conduct inventory of all required activities associated with execution of Tsi Niionkwarihò:ten project.</li> <li>➤ Create and maintain a Plan Master schedule for implementation of program.</li> <li>➤ Present modifications to Plan Master schedule to Manager for approval.</li> <li>➤ Organize and sequence the activities required for the implementation plan of Tsi Niionkwarihò:ten project.</li> <li>➤ Conduct inventory of trainings completed by staff with regards to cultural and or Kanien'kehá:ka classes.</li> <li>➤ Facilitate sessions with Team leaders and supervisors to ensure that their teams are receiving appropriate support with cultural and language information.</li> <li>➤ Estimate numbers of days required to carry out work.</li> <li>➤ Determine workload assignments.</li> <li>➤ Determine budgetary requirements for the program and present to Manager for review and approval.</li> <li>➤ Determine feasible time frames based on allocated resources.</li> <li>➤ Develop transition plans for the program and adjust plans and schedules as needed.</li> <li>➤ Project tracking (monitoring &amp; intervening to ensure project remains on schedule and budget).</li> <li>➤ Project reporting (status &amp; final reports).</li> <li>➤ Follow-up (conducts any close up/next steps activities as needed).</li> </ul>
<b>Training and Education Development for internal and external partners and programs</b>	<ul style="list-style-type: none"> <li>➤ Research and identify culturally based trainings that are available in community as well as with external partners.</li> <li>➤ Develop culturally based workshops and deliver these workshops to KSCS staff on a monthly or bi-monthly basis.</li> <li>➤ Develop and implement employee orientation package with culturally relevant information.</li> <li>➤ Collaborate with supervisors to review the current training needs for staff and assist with the designing of plans for programs and services within KSCS.</li> <li>➤ Develop and maintain a resource network to meet the needs of programs and services within KSCS.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Develop and maintain any resources that are related to culture and language to be shared with employees of KSCS and external partners.</li> <li>➤ Develop and maintain a cultural resource library for KSCS staff to access as required.</li> <li>➤ Implement networking relationships with local Longhouses, Cultural Centre, MCK Language Committee and any other culturally relevant resource.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>➤ Prepare and provide status reports to the Manager using the master schedule and work plan as developed.</li> <li>➤ Prepares quarterly and annual report with regards to Tsi Niionkwarihò:ten activities.</li> <li>➤ Outline the transition requirements for each of the stages of the work plan of Tsi Niionkwariho:ten.</li> </ul>
<b>Evaluation of Program Development and Implementation</b>	<ul style="list-style-type: none"> <li>➤ Track project and calculate progress and provide update to Manager as required.</li> <li>➤ Determine any interventions that are needed to progress the measures and to reduce any obstacles that may slow program progress.</li> <li>➤ Assess transition requirements and to design mechanisms to meet needs within the operations, management of current services.</li> </ul>
<b>Performs any other job related duties as may be required by the immediate supervisor</b>	

<b>ENVIRONMENTAL FACTORS</b>	
<b>Types of Schedule:</b>	➤ Regular work week, occasional flex required.
<b>Stress Factor:</b>	➤ Moderate stress with some periods of high stress.
<b>Deadlines:</b>	➤ Some tight deadlines (unplanned).

<b>ACCOUNTABILITY</b>	
<ul style="list-style-type: none"> <li>➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives;</li> <li>➤ To complete projects assigned in compliance with best practices and industry trends;</li> <li>➤ To provide guidance and support to employees ad hoc to ensure performance targets are met.</li> <li>➤ To oversee the accurate and efficient management of training data.</li> <li>➤ To provide accurate and timely compensation data to KSCS management.</li> </ul>	

<b>QUALIFICATIONS</b>	
<b>Education and Experience required</b>	<ul style="list-style-type: none"> <li>➤ Bachelors in Human Services – with one (1) to three (3) years’ experience.</li> <li>➤ D.E.C. in Social Science with three (3) to five (5) years’ experience.</li> <li>➤ High School Diploma with six (6) to ten (10) years’ experience.</li> </ul>
<b>Skills &amp; Requirements</b>	<ul style="list-style-type: none"> <li>➤ Strong knowledge of traditional Iroquois teachings &amp; committed to helping the staff within this framework.</li> <li>➤ Strong knowledge of the community.</li> <li>➤ Strong knowledge of KSCS policies, plans, procedures, services, operations and populations served.</li> <li>➤ Ability to organize projects using a Haudenosaunee approach.</li> <li>➤ Strong project management knowledge &amp; skills.</li> <li>➤ Strong interpersonal skills.</li> <li>➤ Effective change management skills.</li> <li>➤ Effective problem solving and analytical skills, communication skills.</li> <li>➤ Strong organizational skills.</li> <li>➤ Good computer skills (Word, Outlook, Excel, Database).</li> <li>➤ Ability to teach Haudenosaunee ceremonies and traditional knowledge.</li> <li>➤ Ability to manage multiple projects/assignments and work under pressure.</li> <li>➤ A valid driver’s license and access to a vehicle is a requirement as some travel is required.</li> <li>➤ Able to work flexible hours when required.</li> <li>➤ Lifestyle must reflect that of a positive role model.</li> </ul>

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**Immediate Supervisor**

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**Incumbent**

\_\_\_\_\_  
**Date**

