

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

KAHNAWAKE SUMMER STUDENT EMPLOYMENT PROGRAM (KSSEP) 2024

JOB OPPORTUNITY

<u>POSITION:</u>	Lands Projects Assistant (Summer Student) – Lands Unit
<u>DURATION:</u>	Fixed-Term, Full-Time
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	Based on Tawatohni'saktha KSSEP rates – Level D University - \$17.25/hr or CEGEP \$16.50/hr (10 Weeks)
<u>Hours of Operation:</u>	8:30 a.m. to 4:00 p.m.
<u>Hours per week:</u>	30 hours per week
<u>DEADLINE FOR APPLICATION:</u>	Friday, May 31, 2024- 4:00 p.m.
<u>Requirements:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE</u> THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED. <ul style="list-style-type: none">✓ Applicant Check list✓ Letter of intent✓ Resume✓ Registered at Tawatohni'saktha (KSSEP)

APPLICATION:

Please address your application to Dawn Stacey, Manager of Recruitment & Staffing.
Forward your complete application via e-mail to: Applications@mck.ca

NOTE: Job Descriptions can be obtained on our website:
www.kahnawake.com/jobs and/or www.kedc.biz

- **Please ensure applications are submitted complete, as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**

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Ohiontsa'shón: 'a Ratiia'takwe'ní:ios
LANDS UNIT DIRECTORATE



Tel.: (450) 638-8244

Fax: (450) 635-1773

Website : www.kahnawake.com

Job Title:	Lands Projects Assistant (Summer Student)
Division:	Lands Unit
Reports To:	Director of Lands
Name of Incumbent:	TBD
<p>Purpose</p> <p>Under the supervision of the Director of Lands, is responsible for providing project support to Lands Unit departments which include Land Management and Tioweró:ton. To perform a range of tasks and functions in a timely, efficient, and professional manner, supporting the Lands Unit.</p>	
<p>Cultural Identity Attributes</p> <p>A self-disciplined, logical, compliant, individual that is accurate and detailed in approach with critical thinking abilities. A systematic individual who enjoys challenging situations and has a strong desire to achieve results. Is organized, dependable and self-reliant.</p>	
<p>Roles & Responsibilities:</p>	
<p>Assists with creation of Lands services brochure and buyer awareness campaign in collaboration with the Land Management and Tioweró:ton departments</p> <ul style="list-style-type: none"> • Design brochure advertising Lands Unit services; • Design buyer awareness campaign posters; • Work with MCK Public Relations to publish the brochure and posters on the MCK Facebook page, MCK website and in local newspapers; • Work with MCK Public Relations to mail brochures to all community mail boxes; • Put up buyer awareness campaign posters on community bulletin boards. 	
<p>Research, track and file Land Use Agreements</p> <ul style="list-style-type: none"> • Search physical and digital Lands files to locate all Land Use Agreements; • Create and enter data into a Land Use Agreements tracker; • Create a comprehensive Land Use Agreements folder and file all documents chronologically, by Lot number. 	
<p>Provide general support to the Unit operations, ensuring effective client services</p> <ul style="list-style-type: none"> • Completes mapping requests as required; • Completes lot ownership research (Certificates of Possession, Lot numbers) as required; • Assist Land Management Technicians with site inspections; • Scan Land Management documents into the system; • Assists the Tioweró:ton department and Caretakers in updating the inventory catalogue. 	



The statements herein reflect general details to describe the principle functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Decision Making Authority:

- Determines the best approach to achieve workplan goals;
- Determines problem solving techniques to best approach sensitive situations;

Accountability:

- To perform duties accurately and efficiently;
- To maintain user-friendly and accurate files;
- To provide accurate information;
- To respond to customer, client, and Lands Unit requests in a timely manner;
- Ensures the Lands Unit is serviced effectively;
- Conducting business with internal and external clients in a tactful, discreet, and courteous manner;
- Maintaining confidentiality;
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives.

Education & Experience:

- University or CEGEP student
- 2024 KSSEP student enrolled in a post-secondary program.

Knowledge, Skills, Abilities and Other Attributes:

- Knowledge of the Internet, Outlook, and MS Office programs (specifically Publisher, Word, and Excel);
- Basic research skills;
- Strong organizational, time management and project management skills;
- Strong oral and written communication skills, including proper spelling and grammar;
- Attention to detail;
- Strong problem solving skills;
- Able to work efficiently as part of a team as well as independently;
- To maintain confidentiality;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.

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Ohiontsa'shón: 'a Ratiia'takwe'ni:ios
LANDS UNIT DIRECTORATE



Tel.: (450) 638-8244

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Website : www.kahnawake.com

Working Environment:

- Four-day work week, Monday to Thursday from 8:30 AM to 4:00 PM;
- Work to be performed in a typical interior/office environment; some fieldwork is required
- Average stress due to workload;

Competencies:

Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
Core	Intermediate	Core	Intermediate	Intermediate	
Adaptability	Planning and Organizing	Leadership	Language & Culture		
Intermediate	Intermediate	Core	Core		

Commitment Statement:

I serve my community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting, and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures:

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____