

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

INTERNAL/EXTERNAL

JOB OPPORTUNITY

POSITION:

Tiowero:ton Manager, Lands Unit

DURATION:

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

DESCRIPTION:

See Attached Job Description

SALARY:

\$1,267.13 to \$1,431.38 Per Week

Hours of Operation

8:30 a.m. to 4:00 p.m.

Hours per week

37.5 hours per week

DEADLINE FOR APPLICATION:

Monday, July 15, 2024 - 4:00 p.m.

REQUIREMENTS:

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

- ✓ Applicant checklist
- ✓ Letter of intent
- ✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to:

Applications@mck.ca

NOTE: All forms and requirements are listed on our website:

www.kahnawake.com/jobs

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Aboriginal candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



Core Job Information	
Job Title:	Tioweró:ton Manager
Division:	Lands, Tiowero:ton
Reports To:	General Manager of Lands Operations
Date of Job Description	June 19, 2024
Purpose:	
<p>Oversees the operational development and operations management aspects of the Tiowero:ton department to ensure all operations are efficient and effective.</p> <p>Coordinates special projects and activities for the Tiowero:ton Territory.</p>	
Roles & Responsibilities	
Operational Development – Tiowero:ton	
<ul style="list-style-type: none"> • In conjunction with the General Manager of Operations, develops and implements the operational plans for Tiowero:ton. • Assists in the development of Tiowero:ton laws for implementation. • Assists in the Development of and review of policies and regulations for implementation. • Researches, develops, and recommends programs for implementation that will provide effective management of the Tiowero:ton territory. • Assess, develop, and implement effective and efficient operational processes. • Assists in research and requests to secure additional funding to administer programs at local, provincial and national levels. 	
Operations Management – Tiowero:ton	
<ul style="list-style-type: none"> • Supervisory responsibilities for Tiowero:ton staff. • Decides on the performance and objective requirements for direct reports. • Ensures work assignments/work plans are provided to the Senior Caretaker/Supervisor. • Coordinates all training for Tiowero:ton staff. • Develops the Tiowero:ton budget. • Financial and monthly budgetary analysis for programs and proposals. • Ensures all invoices are paid in a timely manner. • Develops and coordinates all Tiowero:ton communications. • Ensures all social media are routinely updated, such as the Tiowero:ton Territory Facebook page. • Tiowero:ton liaison between MCK, committees, and governments. • Coordinates work between MCK Units. • Approves all maintenance requirements related to equipment and vehicles. • Oversees the coordination of the Tiowero:ton Committee. • Prepares Request for Decision packages for the Tiowero:ton Committee and completes follow-up as required. 	



- Prepares land use plans for approval by the Tioweroton Committee.
- Administers the Tiowero:ton Policy and all other policies and procedures related to the management of the Territory.
- Processes and reviews all applications for cabin construction, ensuring all guidelines for construction are adhered to.
- Approves cabin construction applicants.
- Follows the procedure to ensure the Tiowero:ton Community Representative is upheld.
- Coordinates all maintenance activities for the territory.
- Performs other job-related duties as directed by the immediate supervisor.

Project Management – Tiowero:ton

- Recommends, develops, plans, and coordinates special projects and activities for the Territory in conjunction with MCK Units and Caretakers.
- Prepares budget submissions for special projects.
- Conducts budgetary analysis for special projects and activities.

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.

Education & Experience

- Bachelor's Degree in Business Administration or a related field, plus one (1) year relevant experience
OR
- DEC in Social Science, Business Administration, or a related field, plus three (3) years relevant experience
OR
- High School Diploma plus five (5) years relevant experience in administration and management

Knowledge, Skills, Abilities

- Knowledge of Lands Unit and Tiowero:ton policies and operational procedures.
- Knowledge of other lands-related policies.
- Knowledge of Kahnawake Legislative Commission process.
- Strong knowledge of policy development and procedures.
- Strong Supervisory skills with the ability to lead a remote team.
- Strong organizational skills.
- Excellent verbal and written communication.
- Excellent research skills.
- Strong negotiation skills.



- Strong accounting skills.
- Conducts business with internal and external clients in a tactful, discreet, and courteous manner.
- Maintains confidentiality.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.
- 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 and work is performed in a typical interior/office environment.
- Moderate stress due to workload.
- Occasional overtime and weekend work required.
- Travel to the Tiowero:ton Territory is required bi-weekly and as needed.

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: _____