

STRENGTH  
PEACE  
UNITY

# Mohawk Council of Kahnawake

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

*Tsi Nīkaió'tenhséró:tens Ne Onkweshón:'a Rotiió'tens*

**HUMAN RESOURCES UNIT**



Tel.: (450)632-7500

Fax: (450)638-5958

Website: [www.kahnawake.com](http://www.kahnawake.com)

## INTERNAL/EXTERNAL

### JOB OPPORTUNITY

**POSITION:**

Executive Assistant to the Kahnawa'kehró:non  
Ratitsénhaienhs , Office of the Council of Chiefs

**DURATION:**

Indeterminate, Full-Time  
Six (6) Month Probation Period

**DESCRIPTION:**

See Attached Job Description

**SALARY:**

Hours of Operation  
Hours per week

\$1, 067.25 to \$1, 205.63 Per Week

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

37.5 hours per week

**DEADLINE FOR  
APPLICATION:**

Friday, August 2, 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](mailto:Applications@mck.ca)

**NOTE:** All forms and requirements are listed on our website: [www.kahnawake.com/jobs](http://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.



<b>Core Job Information</b>	
<b>Job Title:</b>	Executive Assistant to the Kahnawa'kehró:non Ratitsénhaienhs
<b>Division:</b>	Office of the Council of Chiefs (OCC)
<b>Reports To:</b>	Executive Assistant and Administrative Support Coordinator, OCC
<b>Date of Job Description</b>	July 9, 2024
<b>Purpose:</b>	
Under the supervision of the Executive Assistant and Administrative Support Coordinator, OCC; is responsible to manage the day-to-day activities of the Kahnawa'kehró:non Ratitsénhaienhs, ensuring a smooth and efficient administrative process for the Office of the Council of Chiefs.	
<b>Roles &amp; Responsibilities</b>	
<p><b>To manage and provide administrative support to all eleven (11) Kahnawa'kehró:non Ratitsénhaienhs.</b></p> <ul style="list-style-type: none"> <li>• Provide administrative support to Kahnawa'kehró:non Ratitsénhaienhs, ensuring he/she is relieved of as much routine work as possible;</li> <li>• Research, draft and prepare reports/correspondence;</li> <li>• Is the main contact person and coordinates meetings, manages schedules and the shared calendar, projects, files and activities;</li> <li>• Maintains an accurate log of all Kahnawa'kehró:non Ratitsénhaienhs schedules, meetings, vacations, incoming mail, follow-up, etc.;</li> <li>• Screens and directs visitors to Kahnawa'kehró:non Ratitsénhaienhs in a professional manner and ensures that they are escorted to and from the respective office;</li> <li>• Keeps abreast of new developments in relation to OCC and provides updates accordingly;</li> <li>• Determines, coordinates and arranges all travel needs, tracking of advances and expenses, and timesheet submissions;</li> <li>• Attends the Housekeeping portion of the weekly Council Meetings to confirm proper recording of Ratitsénhaienhs' schedules;</li> <li>• Organizes and maintains reading files;</li> <li>• Ensure record keeping is current and accurate;</li> <li>• Opens, reads, date stamps and prioritizes all incoming mail;</li> <li>• Ensures office stationary and supplies are maintained;</li> <li>• Recommends applicable follow-up activities relating to the files of Kahnawa'kehró:non Ratitsénhaienhs;</li> <li>• Maintains an up-to-date and accurate manual, current year working files on community and/or political issues;</li> <li>• Ensures familiarity and is up to date on all processes established for the Office of the Ohén:ton I:rate ne Ratitsénhaienhs;</li> </ul>	

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- Replaces the Executive Assistant to the Ohén:ton I:rate ne Ratitsénhaienhs when necessary and as required.

**Acts as liaison and maintains channels of communication between the Kahnawa’kehró:non Ratitsénhaienhs, and the community, as well as all MCK Units and third-party organizations**

- Is the first line of communication for the Kahnawa’kehró:non Ratitsénhaienhs;
- Meets with the clients and visitors on behalf of the Kahnawa’kehró:non Ratitsénhaienhs to provide assistance and direction when Kahnawa’kehró:non Ratitsénhaienhs are unavailable;
- Reporting any necessary information for follow-up to the Kahnawa’kehró:non Ratitsénhaienhs after meeting with clients and visitors on their behalf;
- In consultation with the Kahnawa’kehró:non Ratitsénhaienhs, performs and/or delegates follow-up, research, etc.;
- Attends weekly updating, staff, and administrative meetings to share information, coordinate activities, etc.;
- Utilizes discretion and judgement on the distribution of confidential and non-confidential information and the sensitive issues;
- Maintains specific files on projects and activities that require linkages to the Office of the Council of Chiefs;
- Prepares monthly reports of the Kahnawa’kehró:non Ratitsénhaienhs activities for distribution to Chief and Council and Operations to ensure flow and accountability to the MCK organization;
- Consults with the Executive Assistant to the Ohén:ton I:rate ne Ratitsénhaienhs and the Council Meeting Administrator to ensure no conflicting schedules for the Kahnawa’kehró:non Ratitsénhaienhs;
- Consults with appropriate MCK staff on responses to various requests for information;
- Ensures effective distribution of information relating to individual Portfolios and files;
- Develops and implements a system for Council and Administration follow ups;
- Ensures that Chief and Council, and the OCC are regularly updated on various developments;
- Replaces the Council Meeting Administrator as required.
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**Assists MCK Public Relations with scheduling of interviews with Press/Media, Chiefs Uncut filming, K103 Talk Shows and MCK Friday:**

- Works closely with the Political Press Attaché and MCK Public Relations to coordinate interviews with Press/Media;
- Returns calls/contacts media to schedule interviews as requested by Public Relations and/or the Political Press Attaché.



**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

- 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

- Sound knowledge of Mohawk Council of Kahnawà:ke and community policies and directives;
- Sound knowledge of external government structures, policies, procedures and programs, including First Nations organizations and institutions and how they impact on the community;
- Strong knowledge and understanding of Kahnawà:ke community programs and services, and how they function and interact with one another;
- Sound administrative and organizational skills;
- Sound oral and written communication skills;
- Strong knowledge of all Microsoft Office applications;
- Sound time management skills;
- Attention to detail and accuracy;
- Ability to multi-task;
- Good judgement and problem-solving skills;
- Ability to take initiative to ensure client satisfaction;
- 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 in a normal office environment;
  - Occasional overtime may be required;
  - Occasional travel;
- Considerable stress and productivity pressure associated with meeting and delivering work in a timely manner.

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## 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: \_\_\_\_\_