



Kahnawà:ke Summer Student  
Employment Program

# WE ARE HIRING



## Youth Programs Assistant

### General Accountability:

Assistance is provided to the Program Manager in delivering the Kahnawà:ke Summer Student Employment Program (KSSEP), along with support for administrative tasks related to the Mentor-A-Student Intern (MASI) and the Skills Link Program (SLP). Furthermore, support is also offered for the Heads-Up Summer Program.

### Education and experience requirements:

Must be a full-time University or CEGEP/College student, or a 2025 University graduate with previous experience working in an office environment.

### 17 week contract:

Starting Monday, May 5, 2025 and ending Friday, August 29th, 2025

### Work schedule:

Four (4) day work week, Monday to Thursday • 30 hours/week • \$22.00/hour

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**Send your résumé, letter of intent, completed privacy waiver (available at [kahnawakejobs.com](http://kahnawakejobs.com)), the name and contact information of two professional references & photo ID to:**

Wathahi:ne Kirby, Human Resources Administrator, at [wathahine.kirby@kcedc.biz](mailto:wathahine.kirby@kcedc.biz)

### Deadline to apply:

Friday, March 21st, 2025

### For more information:

[kahnawakejobs.com](http://kahnawakejobs.com) | (450) 638-4280



TEWATOHNHI'SAKTHA

### **JOB DESCRIPTION**

<b><u>POSITION:</u></b>	Youth Programs Assistant
<b><u>IMMEDIATE SUPERVISOR (1):</u></b>	Workforce Development Program Manager
<b><u>IMMEDIATE SUPERVISOR (2):</u></b>	Director of Workforce Development
<b><u>DATE:</u></b>	February 2025

### **DUTIES:**

Under the direction of the Workforce Development Program Manager, the Youth Programs Assistant is responsible for assisting with the administration of youth programs and projects on behalf of Workforce Development. The primary responsibilities are:

1. Assisting the Program Manager with the delivery of the Kahnawà:ke Summer Student Employment Program (KSSEP);
2. Assisting the Program Manager with administrative tasks related to the Mentor-A-Student Intern (MASI) and the Skills Link Program (SLP); and,
3. Providing support to the Heads-Up Summer Program.

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

Must be a **full-time University or CEGEP/College student, or a 2025 University graduate** with previous experience working in an office environment.

### **KNOWLEDGE & SKILL REQUIREMENTS:**

- Strong communication skills;
- Strong interpersonal skills;
- Organizational and time management skills;
- Ability to work both independently as well as part of a team;
- Ability to represent Tewaohnhi'saktha with a strong professional image;
- Sound knowledge of all Microsoft Office Programs;
- Good understanding of the Workforce Development's Youth Program activities, policies and procedures;
- Ability to communicate in Kanien'kéha is an asset.

## **MAJOR RESPONSIBILITIES:**

### **1. Assisting the Program Manager with the delivery of the Kahnawà:ke Summer Student Employment Program (KSSEP)**

- Monitors all student applications to the KSSEP and verifies student eligibility.
- Performs follow-up with students to ensure that any incomplete applications are rectified.
- Responds to general inquiries from students and parents regarding the KSSEP.
- Prepares KSSEP contracts between Program Manager, employers and students with required supporting documentation.
- Schedules and attends contract signing with employers and students at least five (5) business days before employment start date.
- Performs administrative tasks, such as contract filing, verifying Mohawk Self Insurance status with employers, ensuring employer payments are made on time, etc. in order to ensure program is operating effectively.
- Coordinates the KSSEP Professional, Cultural and Personal Development Workshops for students.
- Creates a tracking system and records all KSSEP positions that were filled, including position and student information.
- Coordinates check-ins and site visits with all KSSEP employers and students to complete mid-contract and end-of-contract evaluations within set deadline.
- Assists the Program Manager with the completion of the final evaluation and reporting required by the KSSEP funding partners.
- Collaborates with the Program Manager to carry out the KSSEP communications plan through liaising with the Marketing Team and attending radio shows or other speaking engagements as required.
- Performs close-out of all employer and student files.
- Performs other related duties as required.

### **2. Assisting the Program Manager with administrative tasks related to the Mentor-A-Student Intern (MASI) and the Skills Link Program (SLP)**

- Performs administrative duties for the Mentor-A-Student Intern Program and the Skills Link Program, which consists of:
  - filing;
  - photocopying;
  - assisting with the preparation of reports;
  - scheduling appointments;
  - assisting with general inquiries regarding the youth programs;
  - database entry;
  - organization of resource material;
  - providing feedback and recommendations on the youth programs from a youth perspective; and
  - other related duties as required.

### **3. Providing support to the Heads-Up Summer Program.**

- As time permits, assists the Heads-Up Program facilitators with the activity planning for participants.
- As time permits, assists the Heads-Up facilitators with the supervision of participants during scheduled outings.
- As time permits, assists the Heads-Up facilitators with the supervision of participants during the scheduled business venture(s).

#### **CONTACTS:**

**Students, employers and the general public** to provide information about the KSSEP and other Workforce Development Youth Programs.

#### **SUPERVISION:**

The position will occasionally require direct supervision over students during workshops or field trips associated with Workforce Development Youth Programs and other related youth initiatives.

#### **WORKING CONDITIONS:**

Office environment. Four (4) day work week, Monday - Thursday; 8:30 a.m. to 4:00 p.m. Work requires interpersonal contact. Some travel is required for visitation to client's place of employment and visitation to schools. Moderate deadline and productivity pressure associated with managing multiple files.

#### **DECISION AUTHORITY:**

1. Determines which employer or student inquiries require the attention of the Program Manager.
2. Determines accuracy and completeness of student and employer information.
3. Decides which Professional, Cultural and Personal Development Workshops to recommend to the Program Manager that will best meet the KSSEP student and employer requirements and priorities.
4. Decides with facilitators to recommend to the Program Manager that will best meet the KSSEP Professional and Personal Development Workshops requirements and priorities.
5. Determines the best strategies to recommend to the Program Manager that will increase student participation in the Professional, Cultural and Personal Development Workshops.
6. Determines suitability of evaluation tools used for assessing employers and summer students and provides recommendations to Program Manager.
7. Decides which recommendations are most appropriate to submit to the Program Manager to increase the effectiveness and efficiency of the Workforce Development Youth Strategy.

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Incumbent

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Date

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Workforce Development Program Manager

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Date

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Director, Human Resources

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Date

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Executive Director

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Date