



EMPLOYMENT OPPORTUNITY

Organizational Strategic Development Facilitator

KSCS is seeking an experienced and skilled individuals to develop, implement and facilitate the strategic objectives of KSCS.

Under the guidance and support of the Team Leader of Organizational Strategic Development (OSD), the Organizational Strategic Development Facilitator (OSDF) plays a pivotal role in fostering a compassionate, inclusive, and trauma-sensitive Strategic Development Services environment within the organization. This position is responsible for coordinating projects and providing sound project management. Facilitates strategic planning processes to increase organizational effectiveness. Ensures organizational performance and effectiveness by processing analysis and improvement initiatives (change management & evaluation), as well as develops methods for measuring the effectiveness of all programs that support organizational development.

Required Education & Experience:

- Bachelor's/Certificate in Applied Human Sciences or a related field, with three (3) to five (5) years' experience.
- D.E.C. in Social Science/ Social Work, training in Organization Development with five (5) to ten (10) years' experience.
- High School Diploma, training in Organization Development with over ten (10) years' experience in management/community development.

Status: Indefinite full-time position, 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. 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. Call 450-632-6880 for more info.

Deadline to apply: Thursday, October 30, 2025, at 4:00 pm

GENERAL INFORMATION	
Code:	HR3-01
Job Title:	Organizational Strategic Development Facilitator (OSDF)
Department:	Organizational Support Services
Date of Job Description:	Team Leader of Organizational Strategic Development (OSD)
Job Reports To:	

JOB DESCRIPTION SUMMARY
Under the supervision of the Team Leader of Organizational Strategic Development (OSD), the Organizational Strategic Development Facilitator (OSDF) is responsible to coordinate projects and provide sound project management. Facilitates strategic planning processes to increase organizational effectiveness. Ensures organizational performance and effectiveness by processing analysis and improvement initiatives (change management & evaluation), as well as develops methods for measuring the effectiveness of all programs that support organizational development. The Organizational Strategic Development unit will function primarily as an in-house service, designed to meet the growing needs of a community-driven KSCS. With general management direction with respect to organizational objectives and philosophy, independently applies in-depth knowledge of learned skills and practices associated with the job family to manage large, complex activities or projects. Knowledge and skills are considered mature or advanced. Analyzes organizational structures, responsibilities, reporting relationships and work processes to determine organization-wide programs and/or training initiatives that need to be changed or implemented in order to increase organizational effectiveness. May also conduct community-based research and design, develop and deliver trainings. Typical responsibilities may include process analysis and improvement initiatives (change management), as well as developing methods for measuring effectiveness of all programs that support organizational development. May partner with other OD/HR professionals to develop, assess, facilitate and/or lead organizational development interventions, programs, and processes to support business objectives and strategy implementation. Decisions are based on significant analysis and interpretation. Modifies methods, techniques, and procedures to achieve desired results. Has full autonomy to deliver to predefined accountabilities. Technical output is trusted as accurate & sound.

CORE RESPONSIBILITIES AND DUTIES	
Core Responsibilities	Duties
Under the supervision of the TL of OD, supports the KSCS Strategic Plan	➤ Supports action planning and implementation of the KSCS strategic plan. ➤ Utilizes tools to monitor and track progress towards meeting objectives and goals. ➤ Acts in an advising capacity. ➤ Establishes evaluation processes. ➤ Conducts research, gathers & analyzes data and provides recommendations. ➤ Establishes and assists in maintaining information systems (tools, resource materials, mail lists, and contacts) to share with the KLT. ➤ Maintains shared files on computer and in archives. ➤ Develops and implements an approach to help staff understand the strategic plan.
Supports KSCS in achieving departmental objectives	➤ Builds capacity within the management team. ➤ Assists with proposal writing, plans, and reports. ➤ Provides project management for special projects as requested by management: ○ Conducts an intake to assess needs. ○ Develops a term of reference and project work plan. ○ Identifies resources needed. ○ May utilize staff and talents within KSCS and externally to ensure project deadlines are honoured. ○ Provides project report. ○ Communicates the progress to staff and management to provide ongoing support.
Ensures organizational performance and	➤ Assists with the evaluation processes of KSCS programs, processes, and services.

effectiveness through evaluation	➤ Conducts research and data gathering, analysis and recommendations. ➤ Facilitates and analyzes direct input from community and clients, using focus groups, surveys, and other mechanisms. ➤ Facilitates processes and planning for change management. ➤ Assists in the evaluation of the implementation and progress towards goals on a regular basis.
Supports Capacity Building in KSCS	➤ Builds capacity in staff by providing skills, knowledge, tools, and other resources needed to do their jobs competently. ➤ Facilitates training and workshops that assist staff by developing and increasing their potential and creating confidence in their abilities. ➤ Facilitates training and developmental activities to improve and enhance the organization’s ability to achieve its mission. ➤ Ensures support measures and strategies are developed that contribute to achievement of goals. Works in collaboration with the Training and Development Coordinator to accomplish shared goals.
Networks and shares resources with other organizations, communities, and services	➤ Keeps abreast of community partnerships, supports, resources and networks. ➤ May be required to share resources, provide assistance, or deliver components of OSD services externally to KSCS. ➤ Ensures a collaborative effort is maintained with external partnerships and networks, to explore joint initiatives, collaborate and share resources where applicable.
Performs any other job-related duties as may be required by the immediate Supervisor.	

COMMUNICATIONS	
Team Work:	➤ Frequently requires a level of collaboration and cooperation to complete work or close projects.
Advising:	➤ Frequently provides information that must be understood and explained.
Training:	➤ Commonly required to provide training to stakeholders or clients.

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

ACCOUNTABILITY	
➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives. ➤ To make oral and written presentations in a clear and concise manner. ➤ To observe and reflect verbal and non-verbal communication of self and others. ➤ To communicate in a manner that is adapted to Organizational Strategic Development Facilitator target audience and/or clients in a style or format that achieves the desired results. ➤ To provide well-researched and documented proposals, reports and evaluations. ➤ To provide professional, trustworthy and timely technical counselling. ➤ To continually upgrade organizational development skills and knowledge. ➤ To effectively develop and maintain a qualified and accessible resource network. ➤ To provide for the efficient coordination of organizational strategic development services/projects. ➤ To model behaviours and practices with the ethics of organizational strategic development of KSCS. ➤ To maintain positive relationships and work constructively when providing external consultant services. ➤ To maintain confidentiality practices.	

QUALIFICATIONS	
Education and Experience	➤ Bachelor’s/Certificate in Applied Human Sciences or a related field, with three (3) to five (5) years’ experience. ➤ D.EC. in Social Science/ Social Work, training in Organization Development with five (5) to ten (10) years’ experience. ➤ High School Diploma, training in Organization Development with over ten (10) years’ experience in management/community development.
Skills and Requirements	➤ Thorough knowledge and understanding of the issues facing First Nations communities.

	➤ Sound knowledge of government systems that First Nations communities deal with ➤ Ability to multitask and work under pressure. ➤ Strong assessment skills. ➤ Stress management skills. ➤ Sound supervisory skills. ➤ Excellent organizational skills. ➤ Excellent writing skills. ➤ Excellent decision-making skills. ➤ Ability to work at an intermediate level with computer programs Word, Excel, Power Point, and Outlook. ➤ Ability to work overtime and flexible hours as needed to participate in project activities including early mornings, evenings and weekends. ➤ Valid driver’s license and access to a vehicle.
Assets	➤ Knowledge of Kanien’keha and French languages.

Immediate Supervisor

Incumbent

Date