



EMPLOYMENT OPPORTUNITY

Tsi Niionkwarihò:ten Program Coordinator

KSCS is looking for a highly skilled & experienced individual to provide direction, leadership, and guidance, assisting the organization in developing specialized services incorporating traditional Kanien'kehá:ka culture & teachings.

Under the supervision of the Team Leader of Tsi Niionkwarihò:ten Program Coordinator provides a range of specialized services including: Program development, program implementation and program evaluation for the Tsi Niionkwarihò:ten Program of KSCS.

Required Education & Experience:

- Bachelor's in Human Services – with one (1) to three (3) years' experience.
- D.E.C. in Social Science with three (3) to five (5) years' experience.
- High School Diploma with six (6) to ten (10) years' experience.
- Strong knowledge of Kanien'kehá:ka culture and language.
- Skills in project management and development.

Status: Definite term two (2) year contract, 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 450-632-8464 for more info.

Deadline to apply: Friday, October 31, 2025, at 4:00 p.m.

Please Note That Preference Will Be Given To First Nations Applicants.

GENERAL INFORMATION	
Code:	FLS-21
Job Title:	Tsi Niionkwarihò:ten Program Coordinator
Department:	Organizational Support Services
Date of job description:	February 22, 2017
Date of Title Change:	March 13, 2018
Job reports to:	Tsi Niionkwariho:ten Program Team Leader

JOB DESCRIPTION SUMMARY
Under the supervision of Manager of Organizational Support Services, the Tsi Niionkwarihò:ten Program Coordinator provides a range of specialized services including: Program development, program implementation and Program evaluation for the Tsi Niionkwarihò:ten Program of KSCS. Decisions are based on significant analysis and interpretation. Modifies methods, techniques and procedures to achieve desired results. Has full autonomy to deliver predefined accountabilities.

CORE RESPONSIBILITIES & DUTIES	
Core Responsibilities	Duties
Program Development	➤ Design the Tsi Niionkwarihò:ten Program and any associate programming. ➤ To develop accountability processes, policies and procedures to interface with existing services and partnerships. ➤ To provide new team members with an orientation of the Tsi Niionkwarihò:ten and to provide support to them in their development plans. ➤ Develop a mechanism for collecting evaluative data. ➤ Establishment of committees and working groups for measures that require them. ➤ Develop program standards and procedures in collaboration with Manager. ➤ Participate in Tsi Niionkwarihò:ten working group as leader facilitator. ➤ Develop in collaboration with working groups’ terms of references. ➤ Recruit members for the working groups and committees. ➤ Attend regular supervision sessions with Manager. ➤ Attend KLT meetings as required to update on progress of program.
Project Management and Service Delivery Integration	➤ Conduct inventory of all required activities associated with execution of Tsi Niionkwarihò:ten projects. ➤ Create and maintain a Plan Master schedule for implementation of program. ➤ Present modifications to Plan Master schedule to Manager for approval. ➤ Organize and sequence the activities required for the implementation plan of Tsi Niionkwarihò:ten projects. ➤ Conduct inventory of trainings completed by staff with regards to cultural and or Kanien’kehá:ka classes. ➤ Facilitate sessions with Team leaders and supervisors to ensure that their teams are receiving appropriate support with cultural and language information. ➤ Estimate numbers of days required to carry out work. ➤ Determine workload assignments. ➤ Determine budgetary requirements for the program and present to Manager for review and approval. ➤ Determine feasible time frames based on allocated resources. ➤ Develop transition plans for the program and adjust plans and schedules as needed. ➤ Project tracking (monitoring & intervening to ensure project remains on schedule and budget). ➤ Project reporting (status & final reports). ➤ Follow-up (conducts any close up/next steps activities as needed).
Training and Education Development for internal and external partners and programs	➤ Research and identify culturally based trainings that are available in community as well as with external partners. ➤ Develop culturally based workshops and deliver these workshops to KSCS staff on a monthly or bi-monthly basis. ➤ Develop and implement employee orientation package with culturally relevant information. ➤ Collaborate with supervisors to review the current training needs for staff and assist with the designing of plans for programs and services within KSCS. ➤ Develop and maintain a resource network to meet the needs of programs and services within KSCS.

	➤ Develop and maintain any resources that are related to culture and language to be shared with employees of KSCS and external partners. ➤ Develop and maintain a cultural resource library for KSCS staff to access as required. ➤ Implement networking relationships with local Longhouses, Cultural Centre, MCK Language Committee and any other culturally relevant resource.
Reporting	➤ Prepare and provide status reports to the Manager using the master schedule and work plan as developed. ➤ Prepares quarterly and annual report with regards to Tsi Niionkwarihò:ten activities. ➤ Outline the transition requirements for each of the stages of the work plan of Tsi Niionkwariho:ten.
Evaluation of Program Development and Implementation	➤ Track project and calculate progress and provide update to Manager as required. ➤ Determine any interventions that are needed to progress the measures and to reduce any obstacles that may slow program progress. ➤ Assess transition requirements and to design mechanisms to meet needs within the operations, management of current services.
Performs any other job related duties as may be required by the immediate supervisor	

ENVIRONMENTAL FACTORS	
Types of Schedule:	➤ Regular work week, occasional flex required.
Stress Factor:	➤ Moderate stress with 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 complete projects assigned in compliance with best practices and industry trends; ➤ To provide guidance and support to employees ad hoc to ensure performance targets are met. ➤ To oversee the accurate and efficient management of training data. ➤ To provide accurate and timely compensation data to KSCS management.	

QUALIFICATIONS	
Education and Experience required	➤ Bachelor’s in Human Services – with one (1) to three (3) years’ experience. ➤ D.E.C. in Social Science with three (3) to five (5) years’ experience. ➤ High School Diploma with six (6) to ten (10) years’ experience.
Skills & Requirements	➤ Strong knowledge of traditional Iroquois teachings & committed to helping the staff within this framework. ➤ Strong knowledge of the community. ➤ Strong knowledge of KSCS policies, plans, procedures, services, operations and populations served. ➤ Ability to organize projects using a Haudenosaunee approach. ➤ Strong project management knowledge & skills. ➤ Strong interpersonal skills. ➤ Effective change management skills. ➤ Effective problem solving and analytical skills, communication skills. ➤ Strong organizational skills. ➤ Good computer skills (Word, Outlook, Excel, Database). ➤ Ability to teach Haudenosaunee ceremonies and traditional knowledge. ➤ Ability to manage multiple projects/assignments and work under pressure. ➤ A valid driver’s license and access to a vehicle is a requirement as some travel is required. ➤ Able to work flexible hours when required. ➤ Lifestyle must reflect that of a positive role model.

Immediate Supervisor

Incumbent

Date