



## EMPLOYMENT OPPORTUNITY

### Tsi Niionkwarihò:ten Program Coordinator (2-Year Contract)

**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](mailto: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](http://www.kscs.ca). Call 450-632-8464 for more info.

**Deadline to apply:** Friday, January 9<sup>th</sup> 2026, at 4:00 p.m.

**Please Note That Preference Will Be Given To Haudenosaunee Applicants.**

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

| JOB DESCRIPTION SUMMARY  |
|--|
| <p>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.</p> <p>Decisions are based on significant analysis and interpretation. Modifies methods, techniques and procedures to achieve desired results. Has full autonomy to deliver predefined accountabilities.</p> |

| CORE RESPONSIBILITIES & DUTIES  |   |
|---|---|
| Core Responsibilities   | Duties  |
| <b>Program Development</b>  | <ul style="list-style-type: none"><li>➤ Design the Tsi Niionkwarihò:ten Program and any associate programming.</li><li>➤ To develop accountability processes, policies and procedures to interface with existing services and partnerships.</li><li>➤ To provide new team members with an orientation of the Tsi Niionkwarihò:ten and to provide support to them in their development plans.</li><li>➤ Develop a mechanism for collecting evaluative data.</li><li>➤ Establishment of committees and working groups for measures that require them.</li><li>➤ Develop program standards and procedures in collaboration with Manager.</li><li>➤ Participate in Tsi Niionkwarihò:ten working group as leader facilitator.</li><li>➤ Develop in collaboration with working groups’ terms of references.</li><li>➤ Recruit members for the working groups and committees.</li><li>➤ Attend regular supervision sessions with Manager.</li><li>➤ Attend KLT meetings as required to update on progress of program.</li></ul>  |
| <b>Project Management and Service Delivery Integration</b>                                | <ul style="list-style-type: none"><li>➤ Conduct inventory of all required activities associated with execution of Tsi Niionkwarihò:ten projects.</li><li>➤ Create and maintain a Plan Master schedule for implementation of program.</li><li>➤ Present modifications to Plan Master schedule to Manager for approval.</li><li>➤ Organize and sequence the activities required for the implementation plan of Tsi Niionkwarihò:ten projects.</li><li>➤ Conduct inventory of trainings completed by staff with regards to cultural and or Kanien’kehá:ka classes.</li><li>➤ Facilitate sessions with Team leaders and supervisors to ensure that their teams are receiving appropriate support with cultural and language information.</li><li>➤ Estimate numbers of days required to carry out work.</li><li>➤ Determine workload assignments.</li><li>➤ Determine budgetary requirements for the program and present to Manager for review and approval.</li><li>➤ Determine feasible time frames based on allocated resources.</li><li>➤ Develop transition plans for the program and adjust plans and schedules as needed.</li><li>➤ Project tracking (monitoring &amp; intervening to ensure project remains on schedule and budget).</li><li>➤ Project reporting (status &amp; final reports).</li><li>➤ Follow-up (conducts any close up/next steps activities as needed).</li></ul> |
| <b>Training and Education Development for internal and external partners and programs</b> | <ul style="list-style-type: none"><li>➤ Research and identify culturally based trainings that are available in community as well as with external partners.</li><li>➤ Develop culturally based workshops and deliver these workshops to KSCS staff on a monthly or bi-monthly basis.</li><li>➤ Develop and implement employee orientation package with culturally relevant information.</li><li>➤ Collaborate with supervisors to review the current training needs for staff and assist with the designing of plans for programs and services within KSCS.</li><li>➤ Develop and maintain a resource network to meet the needs of programs and services within KSCS.</li></ul>   |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>➤ Develop and maintain any resources that are related to culture and language to be shared with employees of KSCS and external partners.</li><li>➤ Develop and maintain a cultural resource library for KSCS staff to access as required.</li><li>➤ Implement networking relationships with local Longhouses, Cultural Centre, MCK Language Committee and any other culturally relevant resource.</li></ul> |
| Reporting  | <ul style="list-style-type: none"><li>➤ Prepare and provide status reports to the Manager using the master schedule and work plan as developed.</li><li>➤ Prepares quarterly and annual report with regards to Tsi Niionkwarihò:ten activities.</li><li>➤ Outline the transition requirements for each of the stages of the work plan of Tsi Niionkwariho:ten.</li></ul>  |
| Evaluation of Program Development and Implementation                                 | <ul style="list-style-type: none"><li>➤ Track project and calculate progress and provide update to Manager as required.</li><li>➤ Determine any interventions that are needed to progress the measures and to reduce any obstacles that may slow program progress.</li><li>➤ Assess transition requirements and to design mechanisms to meet needs within the operations, management of current services.</li></ul>                               |
| 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  |
|---|
| <ul style="list-style-type: none"><li>➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives;</li><li>➤ To complete projects assigned in compliance with best practices and industry trends;</li><li>➤ To provide guidance and support to employees ad hoc to ensure performance targets are met.</li><li>➤ To oversee the accurate and efficient management of training data.</li><li>➤ To provide accurate and timely compensation data to KSCS management.</li></ul> |

| QUALIFICATIONS                    |   |
|-----------------------------------|---|
| Education and Experience required | <ul style="list-style-type: none"><li>➤ Bachelor’s in Human Services – with one (1) to three (3) years’ experience.</li><li>➤ D.E.C. in Social Science with three (3) to five (5) years’ experience.</li><li>➤ High School Diploma with six (6) to ten (10) years’ experience.</li></ul>  |
| Skills & Requirements             | <ul style="list-style-type: none"><li>➤ Strong knowledge of traditional Iroquois teachings &amp; committed to helping the staff within this framework.</li><li>➤ Strong knowledge of the community.</li><li>➤ Strong knowledge of KSCS policies, plans, procedures, services, operations and populations served.</li><li>➤ Ability to organize projects using a Haudenosaunee approach.</li><li>➤ Strong project management knowledge &amp; skills.</li><li>➤ Strong interpersonal skills.</li><li>➤ Effective change management skills.</li><li>➤ Effective problem solving and analytical skills, communication skills.</li><li>➤ Strong organizational skills.</li><li>➤ Good computer skills (Word, Outlook, Excel, Database).</li><li>➤ Ability to teach Haudenosaunee ceremonies and traditional knowledge.</li><li>➤ Ability to manage multiple projects/assignments and work under pressure.</li><li>➤ A valid driver’s license and access to a vehicle is a requirement as some travel is required.</li><li>➤ Able to work flexible hours when required.</li><li>➤ Lifestyle must reflect that of a positive role model.</li></ul> |

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date