

OCC Coordinator

Duration:

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

Division:

Office of the Council
of Chiefs

Salary:

\$43,660.50 -
\$49,315.50 Per
Year (37.5 hours per
week)

Deadline To
Apply:



Details

Purpose:

The OCC Coordinator provides day-to-day administrative, records, and operational support to the Office of the Council of Chiefs (OCC). Reporting directly to the Office Manager, the Coordinator plays an essential role in ensuring the smooth functioning of OCC administrative systems and processes.

This position supports meeting coordination, project logistics, records management, strategic file organization, and internal communication across portfolios. The OCC Coordinator also assists with note-taking project files and supports both daily operations and long-term

administrative effectiveness. This position requires attention to detail, organization, discretion, and the ability to manage multiple priorities in a governance setting.

Roles & Responsibilities:

General Administrative Support

- Provide administrative support to the OCC Unit under the direction of the Office Manager.
- Coordinate internal schedules, prepare agendas, and manage calendars for OCC-related activities.
- Order and maintain inventory of office supplies and tracks service requests as needed.
- Process incoming and outgoing mail, handle photocopying, and prepare correspondence.
- Assist with travel bookings, advance payments, and travel reimbursement requests for OCC members as needed.
- Perform other duties as assigned.

Records Management

- Assist in the development, maintenance, and organization of both digital and physical filing systems.
- Ensure files are up to date, securely stored, and easily retrievable for OCC staff.
- Work with the Office Manager and Records Management for filing OCC records.
- Maintains and updates OCC's internal document repositories (Network Drives, SharePoint, and OneDrive).
- Supports archiving, document retention, and information-sharing procedures in line with OCC policy.

Meeting and Event Coordination

- Coordinate logistics for OCC meetings, planning sessions, and events (in-person and virtual).
- Prepare and distribute agendas, meeting packages, and follow-up materials.
- Track decisions, follow-up items, and confirm next steps or meeting dates before adjournment.
- Book meeting space or virtual platforms, arrange refreshments, and ensure proper setup and cleanup.

Project and Portfolio Support

- Support administrative and logistical tasks for OCC portfolio work and special projects, as assigned by the Office Manager.
- Assist with coordination, tracking, and documentation of meetings or project deliverables.
- Prepare and maintain organized project files, communications, and schedules.
- Liaise with internal staff and external contacts for scheduling, documentation, or administrative coordination.

Strategic Discussion Notetaking and File Organization

- Attend Council Strategic Discussions and record accurate notes and key decisions.
- Follow up with discussion leads to obtain supporting materials as needed.
- Ensure finalized notes and related documentation are filed in the OCC SharePoint weekly.
- Update and maintain the Strategic Discussion Tracker and distribute finalized notes to authorized parties.

Internal Communications and Administrative Coverage

- Assist with preparing and distributing internal communications such as memos, bulletins, and notices.

- Support the flow of information between OCC administrative staff, Strategists, Portfolio Chiefs, and internal MCK units.
- Provide administrative coverage and support to OCC administrative staff during absences, peak periods, or project demands.
- May provide backup support to the Advisory Coordinator in periods of high demand, absence, or as delegated by the Office Manager.
- May assist with basic research, meeting logistics, or preparation of summary materials for assigned portfolios.
- Support note-taking, file organization, and distribution of materials related to portfolio-based advisory work.
- Ensure documents are shared with the appropriate Strategist or Portfolio Chief in a timely and organized manner.

Participate in MCK community engagement.

- Create, implement, and maintain communication and stakeholder management tools to track stakeholder expectations, maintain relationships, and ensure effective communication.
- Participate in planning MCK community engagement in relation to the Portfolio files.

Education & Experience:

- DEC in Office Administration, Business Administration, Public Administration, or a related field, plus one (1) year of relevant administrative or coordination experience **OR**
- DEP in Secretarial Sciences or Office Systems Technology, plus three (3) years of relevant experience in an administrative, coordination, or project support role **OR**
- High School Diploma, plus five (5) years of progressively responsible experience in administrative support, coordination, or governance-related settings.

Knowledge, Skills & Abilities:

- Strong verbal and written communication abilities.
- Effective administrative, organizational, and research skills.
- Solid knowledge of Microsoft Office applications.
- Ability to interpret and simplify complex data and information for diverse audiences.
- Demonstrated knowledge and ability to apply effective research techniques, with respect to confidentiality and ethics.
- Demonstrated interpersonal skills, professionalism, teamwork, and judgment.
- Project management, planning, and organizational skills, with the capacity to multitask and manage pressure and competing deadlines effectively.
- Knowledge of the agreements between Kahnawà:ke and Quebec, and general knowledge of the Kahnawà:ke/Quebec Relations process itself.
- Knowledge of the agreements between Kahnawà:ke and Canada, and general knowledge of the Kahnawà:ke/Canada Relations process itself.
- Knowledge of the agreements between Kahnawà:ke and surrounding Municipalities, and general knowledge of the Kahnawà:ke/Municipal Relations process itself.
- Knowledge of the agreements between Kahnawà:ke and other First Nations, and general knowledge of the External Government Relations process itself.
- Microsoft Office 365 Suite.
- Demonstrates professionalism, discretion, and courtesy when interacting with internal and external clients, fostering positive and respectful working relationships.
- Maintains confidentiality.
- Adhere to MCK Employment Policies 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 (8:30 a.m. to 4:00 p.m.) is performed in an office environment.
- May be required to work evenings or weekends on occasion, depending on the needs of specific portfolios or project deadlines.
- Periods of moderate stress may occur due to workload, competing priorities, and tight timelines.
- Occasional overtime may be necessary to support operational or strategic objectives.

Requirements:

Please address your application to MCK Human Resources. Forward your complete application via e-mail only to: **Applications@mck.ca**

- Ensure complete applications are submitted, including Letter of Intent and Resume. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Indigenous candidates.
- When adding attachments, please use PDF format. Any other formats may be blocked from our system.

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

To Apply:

Email your applications with all the required documents to **applications@mck.ca**