



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. BOX 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY – MCK/KSSEP 2025

<u>POSITION:</u>	Rights Based Researcher, Kanien'kehá:ka Rights and Research (KRR), Office of the Council of Chiefs (OCC)
<u>DURATION:</u>	Fixed-Term, Full-Time
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$540.00 + MERCs (9.5%) Per Week (KSSEP RATE: C)
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	30 hours per week
<u>DEADLINE FOR APPLICATION:</u>	May 22, 2026 - 4:00 p.m.
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED <ul style="list-style-type: none">✓ Applicant checklist✓ Letter of intent✓ Resume✓ Must register with Tewaohnni'saktha KSSEP Program

APPLICATION: Forward your complete application via e-mail only to: Applications@mck.ca Contact person(s): Dawn Stacey, Manager of Recruitment & Staffing and/or Tracey Jacobs, Recruitment Specialist.

NOTE: All forms and requirements are listed on our website: www.kahnawake.com/jobs

- **Please ensure complete applications are submitted as requested. 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.**



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RONWATIO'TÉNHSE RAOIRIHWASHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
SUMMER STUDENT	
Job Title:	Rights Based Researcher
Division:	Kanien'kehá:ka Rights and Research (KRR), Office of the Council of Chiefs (OCC)
Reports To:	Primary Reporting: General Manager, KRR Secondary Reporting: KRR Researcher
Date of Job Description	June 8 th - August 14 th 2026
<p>Purpose: Under the supervision of the General Manager of KRR and in direct support of the KRR Researcher, the Rights Based Researcher provides research, administrative, and coordination support on files related to consultation, land grievances, and rights-based initiatives. The successful candidate shall contribute to the advancement of the aforementioned KRR priorities.</p>	
Roles & Responsibilities	
<p>Role Statement</p> <ul style="list-style-type: none"> • Provides research, analyzes writing, and coordination of information dissemination, for each research project or file; assists to coordinate communication strategies and development of materials related to land grievances. <ul style="list-style-type: none"> ○ Observe Council Meetings as determined. ○ Participate in working group meetings as determined. ○ Review of correspondence of files in relation to assigned projects. ○ Research government websites relating to intergovernmental files. ○ Report on research findings. ○ Assist in managing SharePoint for all subject matters. 	
<p><i>The statements herein reflect general details to describe the principal functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.</i></p>	
Education & Experience	



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Must be registered with Tewatohnhi'sakta's KSSEP Program 2026
Must be a student in CEGEP continuing in the fall semester.

Knowledge, Skills, Abilities

- Conducts business with internal and external clients in a tactful, discreet and courteous manner.
- Maintains confidentiality.
- Adhere to the MCK Administration Manual-Personnel Policy 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.
- Has basic knowledge and genuine interest in the political climate of Kahnawà:ke.

Working Environment

- Five-day work week is performed in an office environment.
- Moderate stress due to workload.
- Occasional overtime.

Commitment Statement:

I serve the Kahnawake community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures:

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____