

STRENGTH

PEACE

UNITY

# Mohawk Council of Kahnawake



P.O. Box 720

Kahnawake Mohawk Territory J0L 1B0

*Tsi Nikaio 'tenfiseró:tens Ne Onkweshón:'a Rotiio'tens*

**HUMAN RESOURCES UNIT**

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<b>Job Title:</b>	CCP Community Engagement Assistant
<b>Division:</b>	Strategic and Organizational Development Unit
<b>Reports To:</b>	Comprehensive Community Planning Coordinator
<b>Name of Incumbent:</b>	TBD
<b>Purpose:</b>	
To provide technical and communications support services to the Strategic & Organizational Development Unit, and specifically to the Comprehensive Community Planning (CCP) Project via the CCP Coordinator in order to ensure the effective and efficient service to the initiative.	
<b>Cultural Identity Attributes:</b>	
He/she is highly organized; ensures quality and standards are being met. The individual is logical, has the ability to problem solve, be flexible, can adapt to change and takes initiative.	
<b>Roles &amp; Responsibilities:</b>	
<ul style="list-style-type: none"> <li>➤ Provides technical and communications support to the CCP Coordinator and CCP Project</li> <li>➤ Provides technical and communications support to the CCP Coordinator</li> <li>➤ Manages online presence, documentation and general filings for project</li> <li>➤ Conducts research, prepares background files and does the drafting for various subject matters</li> <li>➤ Coordinates the CCP Community Engagement Calendar</li> <li>➤ Compiles CCP monthly progress report</li> <li>➤ Tracks and schedules project objectives and deadlines</li> <li>➤ Coordinates, records and conducts follow up for any consultation/engagement or other working sessions, communications and correspondence with stakeholders.</li> <li>➤ Prepares meeting packages and/or reference materials</li> <li>➤ Participates in team meetings as required</li> </ul> <p>The statements herein reflect general details to describe the principle 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.</p>	



## Education and Experience:

- DEP in Administrative Assistant, plus three (3) years relevant experience
- OR
- High School Diploma, plus five (5) years relevant experience
- AND
- Completed MCK John Molson School of Business Program or equivalent (IF APPLICABLE).

## Knowledge, Skills, Abilities and Other Attributes:

- Ability to work independently and in a team
- Knowledge of conflict resolution skills
- Strong organizational skills;
- Strong knowledge of MS Office programs;
- Strong interpersonal skills;
- Sound oral and written communication skills;
- Ability to show tact, discretion and courtesy in the work place;
- Use of sound judgement;
- Ability to take initiative;
- Ability to problem solve;
- Ability to exercise flexibility; as well as work flexible hours (evenings, weekends)
- Displays professionalism;
- Demonstrates commitment and follow-through;
- Must possess a driver's license and access to a vehicle;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.

## Working Environment:

- Flexible five-day work week. Both in office and out in the community;
- Occasional overtime required in meeting numerous deadlines;
- Some stress associated with the handling of workload and completion of assignments;



**Competencies:**

- Self - Management
- Client & Team Relations
- Quality Decision Making
- Professional Capacity
- Communication

Relationship Building & Teamwork	Self - Management	Client Services	Quality Decision Making	Professional Expertise	Self - Development
TBD	TBD	TBD	TBD	TBD	TBD
Communication	Adaptability	Organizing & Planning	Organizational Knowledge	Leadership	Language & Culture
TBD	TBD	TBD	TBD	TBD	TBD

**Commitment Statement:**

I serve my 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: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Director of Human Resources: \_\_\_\_\_